

CO-HOSTED BY



SEPTEMBER 4 - 5, 2018

Gaylord National Resort & Convention Center  
National Harbor, MD



#intelligence2018 | @AFCEA\_Intel | @INSAlliance

## KEY DEADLINES

- **Act NOW!** Sponsorship Opportunities (Call the Summit Exhibit & Sponsorship Team at 703-995-2567 or email [summitexhibits@spargoinc.com](mailto:summitexhibits@spargoinc.com))
- August 14 Brede Pull Up Banner Orders Due
- August 16 Lead Retrieval Order Advance Discount Deadline
- August 20 Gaylord Exhibit Services (Electrical, Internet, Catering) Advance Discount Deadline
- August 21 Kiosk Graphics Due to Joshua Russell at [jrussellbrede@aol.com](mailto:jrussellbrede@aol.com)
- August 24 AV Orders Due
- August 28 **ADVANCE WAREHOUSE SHIPMENT DEADLINE**  
*After this date, shipments received at the warehouse are subject to additional late charges.*
- September 4 Materials may begin arriving at the Gaylord National Resort & Convention Center  
ALL Kiosks MUST be set and staffed by 9:45 AM on Tuesday, September 4.

If you are shipping any items, we highly recommend shipping to the advance warehouse because the facility will not accept shipments until the first day of the event.

PLEASE REFER TO ALL OTHER DEADLINES FROM OFFICIAL SERVICE CONTRACTORS ON THEIR INDIVIDUAL ORDER FORMS.