

DEADLINE CHECKLIST

- October 21 Show Program/Descriptive Paragraph Due
- October 28 On-Site Contact Information Form Due
- October 28 Booth Activity Request Form Due
- October 28 Island Booth Floor Plans Due
- November 4 Shipments can begin arriving at the **Advance Warehouse**
- November 4 Exhibitor Appointed Contractor (EAC) Intent Form Due
- November 11 Shepard Advance Discount Deadline
- November 11 Lead Retrieval Advanced Discount Deadline
- November 12 Utility Service Advance Discount Deadline
- November 12 Internet & Network Connectivity Advance Discount Deadline
- November 12 Audio Visual & Computer Rental Advance Discount Deadline
- November 12 Booth Catering
- November 28 **ADVANCE WAREHOUSE SHIPMENT DEADLINE**
(after this time/date, shipments received at the warehouse are subject to additional late charges)
- December 2 **ON-SITE/DIRECT SHIPMENTS MAY BEGIN ARRIVING TO THE MANDALAY BAY CONVENTION CENTER AT 8AM.** Shipments sent directly to the Mandalay Bay Convention Center will not be accepted prior to this date.
- December 4 Exhibits **MUST** be set by 5:00 pm (unless you request a variance; please email shirley.harris@spargo.com)

THIS CHECKLIST MAY NOT INCLUDE ALL DEADLINES - PLEASE REFER TO ALL OTHER DEADLINES FROM OFFICIAL SERVICE CONTRACTORS ON THEIR INDIVIDUAL ORDER FORMS OR BY CONTACTING THE APPROPRIATE CONTRACTOR DIRECTLY.