

## DEADLINE CHECKLIST

- October 20 Show Program/Descriptive Paragraph Due
- October 30 On-Site Contact Information Form Due
- October 30 Booth Activity Request Form Due
- October 30 Island Booth Floor Plans Due
- November 3 Shipments can begin arriving at the **Advance Warehouse**
- November 3 Exhibitor Appointed Contractor (EAC) Intent Form Due
- November 13 Shepard Advance Discount Deadline
- November 13 Lead Retrieval Advanced Discount Deadline
- November 13 Utility Service Advance Discount Deadline
- November 13 Internet & Network Connectivity Advance Discount Deadline
- November 13 Audio Visual & Computer Rental Advance Discount Deadline
- November 13 Booth Catering
- November 22 **ADVANCE WAREHOUSE SHIPMENT DEADLINE**  
(after this time/date, shipments received at the warehouse are subject to additional late charges)
- December 1 **ON-SITE/DIRECT SHIPMENTS MAY BEGIN ARRIVING TO THE ANAHEIM CONVENTION CENTER AT 8AM.** Shipments sent directly to the Anaheim Convention Center will not be accepted prior to this date.
- December 3 Exhibits **MUST** be set by 5:00 pm (unless you request a variance; please email [shirley.harris@spargo.com](mailto: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.**