

DEADLINE CHECKLIST

- October 11 Show Program/Descriptive Paragraph Due
- October 24 On-Site Contact Information Form Due
- October 24 Booth Activity Request Form Due
- October 24 Island Booth Floor Plans Due
- November 8 Shipments can begin arriving at the **Advance Warehouse**
- November 8 Exhibitor Appointed Contractor (EAC) Intent Form Due
- November 15 Shepard Advance Discount Deadline
- November 15 Lead Retrieval Advanced Discount Deadline
- November 15 Utility Service Advance Discount Deadline
- November 15 Internet & Network Connectivity Advance Discount Deadline
- November 15 Audio Visual & Computer Rental Advance Discount Deadline
- November 15 Booth Catering
- November 27 **ADVANCE WAREHOUSE SHIPMENT DEADLINE**
(after this time/date, shipments received at the warehouse are subject to additional late charges)
- December 6 **ON-SITE/DIRECT SHIPMENTS MAY BEGIN ARRIVING TO THE ERNEST N. MORIAL CONVENTION CENTER AT 8AM.** Shipments sent directly to the Ernest N. Morial Convention Center will not be accepted prior to this date.
- December 8 Exhibits **MUST** be set by 5:00 pm (unless you request a variance; please email shirley.harris@spargoinc.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.