



## EXHIBITOR DEADLINES & IMPORTANT DATES

DEADLINE	ITEM	COMPLETE
ASAP	<p><b>Register Your Staff</b>  <i>To register your staff, login to your portal <a href="#">here</a>.</i></p>	<input type="checkbox"/>
ASAP	<p><b>Complete Online Company Listing</b>  <i>To complete your online company listing, please login here. To create a login, please follow the instructions <a href="#">here</a>.</i></p>	<input type="checkbox"/>
June 30	<p><b><a href="#">Large Equipment/Machinery Declaration</a> form due</b></p>	<input type="checkbox"/>
July 17	<p><b><a href="#">Exhibitor and Exhibitor Appointed Contractor (EAC) COI</a></b></p>	<input type="checkbox"/>
July 17	<p>Submit your Certificate of Insurance to <a href="mailto:hr.finance@ngaus.org">hr.finance@ngaus.org</a></p>	<input type="checkbox"/>
July 30	<p>First Day for <b><a href="#">Advance Warehouse Freight</a></b> Without a Surcharge</p>	<input type="checkbox"/>
August 3	<p>Discount Deadline for <b><a href="#">Shepard Event Services</a></b>  <i>Carpet, Furniture, Shipping, Labor, etc.</i></p>	<input type="checkbox"/>
August 11	<p>Discount Deadline for <b><a href="#">ICC Utilities</a></b>  <i>Electric, plumbing, &amp; Telecom</i></p>	<input type="checkbox"/>
August 14	<p>Discount Deadline for <b><a href="#">SMARTCITY</a></b>  <i>Internet, &amp; Data</i></p>	<input type="checkbox"/>
August 21	<p><b><a href="#">Advance Warehouse Freight</a> Deadline</b></p>	<input type="checkbox"/>
August 26	<p><b><a href="#">Direct to Show Site Shipment</a> may begin to arrive.</b>  <i>Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.</i></p>	<input type="checkbox"/>
August 26	<p><b>Exhibitor Move In Begins at 12:00 PM</b></p>	<input type="checkbox"/>
August 28	<p><b>All exhibit space must be set by 5:00 PM</b>  <i>If you are not able to meet this requirement, you must submit a variance request to <a href="mailto:Timothy.Sheetz@SpargoInc.com">Timothy.Sheetz@SpargoInc.com</a> no later than Thursday, August 20.</i></p>	<input type="checkbox"/>

Additional deadlines can be found on vendors individual order forms enclosed in the [Exhibitor Resource Center](#).

Have questions? Contact Timothy Sheetz [timothy.sheetz@spargoinc.com](mailto:timothy.sheetz@spargoinc.com)