

Developing procurement
professionals for the
next challenge

NIGP
FORUM
2021

DEADLINE CHECKLIST

ACT NOW!

Sponsorship Opportunities

Contact Fred Kuhn at fkuhn@nigp.org.

ASAP

Complete Company Description & Select Product Categories

Login to your [Exhibitor Portal](#) with your company password to update your description & product categories. For password assistance, email Brittany.Spargo@sparoginc.com.

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|--------------|---|
| August 1 | Discount deadline for CAPTURE!
<i>Lead Retrieval</i> |
| August 11 | Advance Warehouse begins accepting shipments |
| August 13 | Non-Official EAC Notification Deadline |
| August 27 | Advance Order Discount deadline for FERN
<i>Booth Furnishings</i> |
| September 8 | Advance Warehouse Freight Deadline (without surcharge) |
| September 12 | Direct to Show Site Shipments May Begin to Arrive
<i>Shipments arriving before this day may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.</i> |
| September 12 | Exhibitor Move In Begins at 8:00 AM |
| September 13 | All exhibit space must be set by 9:00 AM
<i>If you are not able to meet this requirement, you must submit a variance request to Brittany.Spargo@sparoginc.com no later than 5:00 PM on Thursday, September 9.</i> |

The deadlines above are the most common deadlines exhibitors have questions about. Please refer to all other deadlines for office service contractors on their individual order forms enclosed in the Exhibitor Services Manual.