



EXHIBITOR DEADLINES & IMPORTANT DATES

Deadline	Item	Complete
ASAP	Sponsorship Opportunities Contract Fred Kuhn at fkuhn@nigp.org	
ASAP	Complete Online Company Listing Login to your Exhibitor Portal with your company password to update your Online Company Listing. For password assistance, email Brittany.Spargo@sparoginc.com .	_____
July 11	Discount deadline for CAPTURE! Powered by Spargo <i>Lead Retrieval</i>	_____
July 29	Non-Official EAC Notification Deadline	_____
July 29	Advance Order Discount deadline for Fern <i>Carpet, Furniture, Shipping, Labor, etc.</i>	_____
July 29	Discount deadline for BCEC <i>Internet & Electric</i>	_____
August 6	Discount deadline for Crescent <i>Audio Visual</i>	_____
August 16	Advance Warehouse Freight Deadline (without surcharge)	_____
August 20	Direct to Show Site Shipment 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>	_____
August 20	Exhibitor Move In Begins at 12:00 PM	_____
August 21	All exhibit space must be set by 12:00 PM <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, August 18.</i>	_____

Please refer to all other deadlines for official service contractors on their individual order forms enclosed in the [Exhibitor Resource Center](#).