



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 to update your Online Company Listing. For password assistance, email Christina.Morolla@spargoinc.com .	_____
July 26	Discount deadline for CAPTURE! Powered by Spargo Lead Retrieval	_____
July 26	Non-Official EAC Notification Deadline	_____
Aug 5	Advance Order Discount deadline for Shepard Carpet, Furniture, Shipping, Labor, etc.	_____
Aug 10	Discount deadline for SmartCity Internet & Electric	_____
August 11	Discount deadline for Crescent Audio Visual	_____
August 16	Advance Warehouse Freight Deadline (without surcharge)	_____
August 24	Direct to Show Site Shipment May Begin to Arrive 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.	_____
August 24	Exhibitor Move In Begins at 12:00 PM	_____
August 25	All exhibit space must be set by 12:00 PM If you are not able to meet this requirement, you must submit a variance request to Christina.Morolla@spargoinc.com no later than 5:00 PM on Thursday, August 22.	_____

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