



KEY DEADLINES

Please refer to all deadlines from official service contractors on their individual order forms located in the Service Order Forms section or by contacting the appropriate contactor directly.

ACT NOW!

Sponsorship Opportunities

Contact Sponsorship Management at OSMExhibitors@sparqoinc.com

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Online Company Description

Login to your [Exhibitor Portal](#) with your Company Password to update your company description. For password assistance, email Brittany.Sparqo@sparqoinc.com

January 17

Advance Shipment may begin to arrive at Freeman's Warehouse
Materials will be accepted Monday—Friday between hours of 8 AM—3:30 PM

Discount deadline for Lead Retrieval

January 27

Discount deadline for Freeman Services

Show services including carpet, table chairs, shipping, cleaning, and more

February 3

Discount deadline for Projection

Audio Visual

February 10

Advance Shipment Deadline without Late Fees

February 17

Direct to Show Site Shipments May Begin to Arrive

Shipments arriving before this day may be refused by the facility. Any changes incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

Exhibitor Move In Begins at 8 AM

February 18

All exhibit space must be set by 9 AM

If you are not able to meet this requirement, you must submit a variance request to Brittany.Sparqo@sparqoinc.com no later than 5PM on Thursday, February 13.

Exhibit Hall opens at 9:30 AM