

## DEADLINE CHECKLIST

- April 19 Show Program/Descriptive Paragraph Due
- April 26 Booth Activities and Island Booth Rendering Approval Forms Due
- April 26 Booth Activity Request Form Due
- April 26 On-Site Contact Information Form Due
- May 10 Shipments can begin arriving at the Advance Warehouse
- May 10 Exhibitor Appointed Contractor (EAC) Intent Form Due
- May 17 Audio Visual & Computer Rental Advance Discount Deadline
- May 17 Lead Management Advanced Discount Deadline
- May 17 Shepard Advance Discount Deadline
- May 17 Electrical Service Advance Discount Deadline
- May 17 Plumbing Services Advance Discount Deadline
- May 17 Rigging Services Advance Discount Deadline
- May 17 Internet-Telephone Advance Discount Deadline
- May 17 Cleaning Advance Discount Deadline
- May 17 Booth Catering
- May 31 **ADVANCE WAREHOUSE SHIPMENT DEADLINE**  
(after this time/date, shipments received at the warehouse are subject to additional late charges)
- June 7 **ON-SITE/DIRECT SHIPMENTS MAY BEGIN ARRIVING TO THE HYNES CONVENTION CENTER AT 8AM.** Shipments sent directly to the Minneapolis Convention Center will not be accepted prior to this date.
- June 9 Exhibits MUST be set by 5:00 pm (unless you request a variance; please email [shirley.harris@spargoinc.com](mailto:shirley.harris@spargoinc.com))

**THIS CHECKLIST MAY NOT INCLUDE ALL DEADLINES - PLEASE REFER TO ALL OTHER DEADLINES FROM OFFICIAL SERVICE CONTRACTORS ON THEIR INDIVIDUAL ORDER FORMS OR BY CONTACTING THE APPROPRIATE CONTRACTOR DIRECTLY.**