

DEADLINE CHECKLIST

- April 17 Show Program/Descriptive Paragraph Due
- April 22 Booth Activities and Island Booth Rendering Approval Forms Due
- April 22 Booth Activity Request Form Due
- April 22 On-Site Contact Information Form Due
- May 8 Shipments can begin arriving at the Advance Warehouse
- May 13 Lead Management Advanced Discount Deadline
- May 15 Exhibitor Appointed Contractor (EAC) Intent Form Due
- May 15 Audio Visual & Computer Rental Advance Discount Deadline
- May 15 Shepard Advance Discount Deadline
- May 15 Cleaning Advance Discount Deadline
- May 15 Rigging/Services Advance Discount Deadline
- May 15 Electrical Service Advance Discount Deadline
- May 15 Plumbing Services Advance Discount Deadline
- May 15 Internet-Telephone Advance Discount Deadline
- May 15 Booth Catering
- May 29 **ADVANCE WAREHOUSE SHIPMENT DEADLINE**
(after this time/date, shipments received at the warehouse are subject to additional late charges)
- June 5 **ON-SITE/DIRECT SHIPMENTS MAY BEGIN ARRIVING TO THE WASHINGTON STATE CONVENTION CENTER AT 8AM.** Shipments sent directly to the Washington State Convention Center will not be accepted prior to this date.
- June 9 Exhibits **MUST** be set by 8:00 pm (unless you request a variance; please email 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.