

DEADLINE CHECKLIST

- April 15 Show Program/Descriptive Paragraph Due
- April 25 Island Booth Rendering Approval Forms Due
- April 25 Booth Activity Request Form Due
- April 25 On-Site Contact Information Form Due
- May 13 Shipments can begin arriving at the Advance Warehouse
- May 13 Exhibitor Appointed Contractor (EAC) Intent Form Due
- May 13 Audio Visual & Computer Rental Advance Discount Deadline
- May 13 Lead Management Advanced Discount Deadline
- May 23 Shepard Advance Discount Deadline
- May 23 Rigging Services Advance Discount Deadline
- May 23 Booth & Carpet Cleaning Advance Discount Deadline
- May 26 Electrical Service Advance Discount Deadline
- May 27 Internet-Telephone-Cable TV Advance Discount Deadline
- May 27 Booth Catering
- June 3 **ADVANCE WAREHOUSE SHIPMENT DEADLINE**
(after this time/date, shipments received at the warehouse are subject to additional late charges)
- June 10 **ON-SITE/DIRECT SHIPMENTS MAY BEGIN ARRIVING TO THE PHOENIX CONVENTION CENTER AT 8AM.** Shipments sent directly to the Phoenix Convention Center will not be accepted prior to this date.
- June 12 Exhibits **MUST** be set by 5:00 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.