



TRB 103rd

ANNUAL MEETING

January 7–11, 2024 • Washington, D.C.

EXHIBITOR DEADLINES & IMPORTANT DATES

DEADLINE	ITEM	COMPLETE
ASAP	<p>Complete Online Company Listing</p> <p><i>Log in to your Exhibitor Portal with your company password to update your description and product categories. For password assistance, email Brittany.Spargo@spargoinc.com.</i></p>	<input type="checkbox"/>
DEC 7	<p>Discount deadline for Capture! Powered by Spargo</p> <p><i>Lead Retrieval</i></p>	<input type="checkbox"/>
DEC 12	<p>Advance Order Discount Deadline for Hargrove</p> <p><i>Carpet, Furniture, Shipping, Labor, etc.</i></p>	<input type="checkbox"/>
DEC 22	<p>Non-Official Exhibitor Appointed Contractor Notification Deadline</p>	<input type="checkbox"/>
JAN 3	<p>Advance Warehouse Freight Deadline (without surcharge)</p>	<input type="checkbox"/>
JAN 5	<p>Island Booth Move-In begins at 12:00 PM</p> <p><i>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.</i></p>	<input type="checkbox"/>
JAN 6	<p>Direct Show Site Shipment May begin to arrive.</p> <p><i>Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.</i></p>	<input type="checkbox"/>
	<p>Exhibitor Move-In begins at 8:00 AM.</p>	<input type="checkbox"/>
JAN 7	<p>All exhibit space must be set by 1:00 PM.</p> <p><i>If you are unable to meet this requirement, you must submit a variance request to Brittany.Spargo@spargoinc.com no later than 5:00 PM on Thursday, January 4.</i></p>	<input type="checkbox"/>

Please refer to all other deadline for official service contractors on their individual order forms enclosed in the

[Exhibitor Resource Center](#).