



EXHIBITOR DEADLINES & IMPORTANT DATES

DEADLINE	ITEM	COMPLETE
ASAP	<p style="text-align: center;">Complete Online Company Listing</p> <p style="text-align: center;"><i>Log in to your Exhibitor Portal with your company password to update your description and product categories. For password assistance, email Christina.Morolla@spargoinc.com.</i></p>	<input type="checkbox"/>
DEC 6	<p style="text-align: center;">Discount deadline for Capture! Powered by Spargo</p> <p style="text-align: center;"><i>Lead Retrieval</i></p>	<input type="checkbox"/>
DEC 12	<p style="text-align: center;">Advance Order Discount Deadline for Hargrove</p> <p style="text-align: center;"><i>Carpet, Furniture, Shipping, Labor, etc.</i></p>	<input type="checkbox"/>
DEC 20	<p style="text-align: center;">Non-Official Exhibitor Appointed Contractor Notification Deadline</p>	<input type="checkbox"/>
DEC 30	<p style="text-align: center;">Advance Warehouse Freight Deadline (without surcharge)</p>	<input type="checkbox"/>
JAN 3	<p style="text-align: center;">Island Booth Move-In begins at 12:00 PM</p> <p style="text-align: center;"><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 3	<p style="text-align: center;">Direct Show Site Shipment may begin to arrive</p> <p style="text-align: center;"><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"/>
	<p style="text-align: center;">Exhibitor Move-In begins at 8:00 AM</p>	<input type="checkbox"/>
JAN 7	<p style="text-align: center;">All exhibit space must be set by 1:00 PM</p> <p style="text-align: center;"><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 2.</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](#).