

EXHIBITOR DEADLINES & IMPORTANT DATES

DEADLINE	ITEM	COMPLETE
ASAP	Complete Online Company Listing Log in to your Exhibitor Portal with your company password to update your description and product categories. For password assistance, email Christina.Cartwright@spargoinc.com .	<input type="checkbox"/>
DEC 5	Advance Warehouse Opens	<input type="checkbox"/>
DEC 9	Non-Official Exhibitor Appointed Contractor Notification Deadline	<input type="checkbox"/>
DEC 12	Discount deadline for Capture! Powered by Spargo Lead Retrieval	<input type="checkbox"/>
DEC 18	Advance Order Discount Deadline for Hargrove Carpet, Furniture, Shipping, Labor, etc.	<input type="checkbox"/>
JAN 6	Advance Warehouse Freight Deadline (without surcharge)	<input type="checkbox"/>
JAN 9	Island Booth Move-In begins at 12:00 PM	<input type="checkbox"/>
JAN 10	Direct Show Site Shipment may begin to arrive <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>	<input type="checkbox"/>
	Exhibitor Move-In begins at 8:00 AM	<input type="checkbox"/>
JAN 11	All exhibit space must be set by 1:00 PM <i>If you are unable to meet this requirement, you must submit a variance request to Christina.Cartwright@spargoinc.com no later than 5:00 PM on Thursday, January 8.</i>	<input type="checkbox"/>

Please refer to all other deadline for official service contractors on their individual order forms enclosed in the [Exhibitor Resource Center](#).