

NOVEMBER 1-4, 2021  
**WASTECON**<sup>®</sup>  
ORLANDO, FLORIDA

## DEADLINE CHECKLIST

- ASAP** Complete Company Description & Select Product Categories  
*[Login to your Exhibitor Portal](#) with your company password to update your description & product categories. For password assistance, email [timothy.sheetz@spargoinc.com](mailto:timothy.sheetz@spargoinc.com)*
- October 1 [EAC Intent Form](#) Deadline
- October 4 [Advance Warehouse begins accepting shipments](#)
- October 4 [Advance Order Discount](#) deadline for Freeman  
*Carpet, Furniture, Shipping, Labor, etc.*
- October 4 [Advance Order Discount](#) deadline for The Gaylord Palms  
*Electric, internet, catering, etc.*
- October 25 [Advance Warehouse Freight](#) Deadline (without surcharge)
- October 31 [Direct to Show Site Shipments May Begin to Arrive](#)  
*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.*
- October 31 Exhibitor Move-In Begins at 8:00 AM
- November 1 All exhibit space must be set by 4:30 PM  
*If you are not able to meet this requirement, you must submit a variance request to [timothy.sheetz@spargoinc.com](mailto:timothy.sheetz@spargoinc.com) no later than 5:00 PM on Thursday, October 28.*

**The deadlines above are the most common deadlines exhibitors have questions about. Please refer to all other deadlines for office service contractors on their individual order forms enclosed in the [Exhibitor Services Manual](#).**