

DEADLINE CHECKLIST

- ☐ August 26 Lead Retrieval Advance Order Discount Deadline
- ☐ August 31 Company Descriptions and Logos Due
- ☐ August 31 Island Booth Rendering for Approval Due
- ☐ August 31 Giveaway Request Form Due
- ☐ August 31 Onsite Contact Information Form Due
- ☐ August 31 Exhibitor Appointed Contractor (EAC) Intent Form Due
- ☐ September 8 Shipments can begin arriving at the Freeman Advance Warehouse
- ☐ September 8 Freeman Advance Discount Deadline
- ☐ September 8 Audio Visual Advance Discount Deadline
- ☐ September 11 Deadline to cancel/downsize exhibit and support opportunities Deadline to submit Exhibitor & Supporter applications Due: Graphics & marketing materials for approval.
- ☐ September 15 Internet/Telephone Advance Discount Deadline
- ☐ September 16 Deadline to submit F&B and early move-in requests
- ☐ September 17 Electrical Service Advance Discount Deadline
- ☐ September 23 Deadline to reserve individual housing for NACFC
- Deadline to claim/cancel conference registration(s)
- Booth Catering Advance Discount Deadline

DEADLINE CHECKLIST CONT.

- ☐ September 29 **ADVANCE WAREHOUSE SHIPMENT DEADLINE**
(after this time/date, shipments received at the warehouse are subject to additional late charges)
- ☐ October 6 **ON-SITE/DIRECT SHIPMENTS MAY BEGIN ARRIVING TO THE GEORGIA WORLD CONGRESS CENTER AT 8:00 a.m.** Shipments sent directly to the Georgia World Congress Center will not be accepted prior to this date.
- ☐ October 7 Exhibits **MUST** be set by 8:00 p.m. (No variances beyond this time allowed)

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.