

Important Dates Checklist

Important Date	Deadline Type	Supplier
ASAP	REVIEW EXHIBITOR SERVICE MANUAL	
5 January 2018	DUE: Buyer's Guide Submission Updated DUE: Buyers' Guide Additional Listing Form	Show Management
10 January 2018	Discount Deadline: Lead Retrieval	CompuSystems
2 February 2018	First Day: Shipments will be accepted at the Advance Warehouse	Hargrove
12 February 2018	Earlybird Registration Due	CSI
12 February 2018	Due: Exhibitor Appointed Contractor (EAC) Notification Form Due: Certificates of Insurance Due from EAC's Discount Deadline: Hargrove Orders (Furniture & Accessories, Labor, Signs, etc.)	Hargrove
15 February 2018	Deadline: Housing Reservations	Experient
21 February 2018	Discount Deadline: Electrical, Plumbing, Gas, Air, and Telephone/ Internet	Edlen, SmartCity
23 February 2018	Discount Deadline: Catering	Centerplate
27 February 2018	Discount Deadline: Audio Visual (A/V)	CCR
28 February 2018	Discount Deadline: Floral / Plants	TLC
8 March 2018	Exhibitor Move-in (08:00 – 16:00)	Targeted Only
9 March 2018	Due: Security and Photography	TNT, Orlando Photography,
15 March 2018	Last Day: Shipments will be received at the Advance Warehouse without additional charges	Hargrove
15 & 16 March 2018	15 March - Exhibitor Move-out (16:01 – 20:00) 16 March – 08:00 – 12:00	