

OFC 2019

Important Dates Checklist

Important Date	Deadline Type	Supplier
16 November 2018	Deadline: Buyers' Guide Form Deadline: Buyers' Guide Additional Listing Form	Show Management
4 January 2019	Early Bird Pricing Deadline: Lead Retrieval	CompuSystems
21 January 2019	Discount Deadline: Lead Retrieval	CompuSystems
25 January 2019	First Day: Shipments will be accepted at the Advance Warehouse	Hargrove
4 February 2019	Advance Deadline: Registration	CompuSystems
7 February 2019	Deadline: Exhibitor Appointed Contractor (EAC) Notification Form Deadline: Certificates of Insurance Due from EAC's Discount Deadline: Hargrove Orders (Furniture & Accessories, Labor, Signs, etc.)	Hargrove
11 February 2019	Deadline: Laser Safety Inspection Form	Show Management
11 February 2019	Discount Deadline: Electrical, Plumbing, Gas, Air	Edlen
13 February 2019	Discount Deadline: Telephone and Internet	SmartCity
15 February 2019	Discount Deadline: Audio Visual (A/V)	CCR
15 February 2019	Deadline: Exhibition Event Insurance	Buttine
18 February 2019	Deadline: Hotel Reservations	Experient
18 February 2019	Discount Deadline: Catering	Centerplate
22 February 2019	Discount Deadline: Floral / Plants	TLC
22 February 2019	Last Day: Shipments will be received at the Advance Warehouse without additional charges until 15:00	Hargrove
27 February 2019	Discount Deadline: Security	TNT Convention Services
28 February – 1 March 2019	Exhibitor Move-in – Targeted Only	All
2 – 4 March 2019	Exhibitor Move-in (08:00 – 16:30)	All
7 & 8 March 2019	7 March Exhibitor Move-out (16:01 – 20:00) 8 March 08:00 – 12:00	