



SECTION 2: IMPORTANT DEADLINES

January 21, 2025	Full Payment Due
February 20, 2025	Booth 20'x20' or Larger, Floor Plans, Line-of-Sight Variances, and towers Submitted.
February 21, 2025	Move-In Schedule & Booth Assignments Notification Email
February 28, 2025	Convention Center Exhibitor Discount Rate Deadline (Plumbing and Electrical)
February 28, 2025	Internet Service Discount Rate Deadline
February 28, 2025	Exhibitor Appointed Contract Form Due
February 28, 2025	Convention Center Exhibitor Approval Deadline (Food Sampling)
March 1, 2025	Advance Show Decorator Warehouse Opens for Delivery
March 3, 2025	Show Decorator Advance Price Deadline
March 17, 2025	Advance Shipment Deadline to have your materials at the Show Decorator's Warehouse
March 19, 2025	Early Retailer Move-In Begins (By Appointment Only) Direct Shipment Allowed to Facility - Handled by Show Decorator
March 19, 2025	Early Retailer Move-In Begins (By Appointment Only) Direct Shipment Allowed to Facility - Handled by Show Decorator
March 20, 2025	Retailer Exhibit Installation Begins 8:00 am - 7:00 pm
March 21, 2025	Artist Alley Installation Begins at 8:00 am; Retailer Installation Continues
March 21, 2025	Exhibit Installation Complete by 12:30 pm
March 21, 2025	Doors Open: 1:00 pm VIP/Ultimate/Three-Day Pass 3:00 pm Open to All Ticket Holders
March 23, 2025	Show Closes: 5:00 PM
March 23, 2025	2024 Rebook Applications and Payments Due for Discounted Rate by 6:00 PM
March 23, 2025	Exhibits and All Materials Removed by 10:00 PM