



**JUNE 2-4, 2023**  
PENNSYLVANIA CONVENTION CENTER

**SECTION 2 - IMPORTANT DEADLINES**

February 22, 2022	Show Decorator Kit Online
April 30, 2023	Advance Show Decorator Warehouse opens for delivery
June 1, 2023	Exhibitor Appointed Contract Form due
April 30, 2023	Booth 20'x20' or greater, Floor Plans, Line-of-Sight Variances & Towers submitted
April 30, 2023	Move-In Schedule & Booth Assignment emailed out
April 30, 2023	On-site Show program ad material deadline
May 17, 2023	Convention Center Exhibitor Discount Rate Deadline (Parking)
May 17, 2023	Convention Center Exhibitor Discount Rate Deadline (Plumbing and Electrical)
May 17, 2023	Internet Service Discount Rate Deadline
May 19, 2023	Show Decorator Advance Price Deadline
May 30, 2023	Advance Shipment Deadline to have your materials at the Show
May 31, 2023	Full Payment due first move in day
May 31, 2023	Early Retailer Move-In Begins (by appointment only) Direct shipment allowed to facility
June 1, 2023	Retailer Exhibit Installation Begins 8:00 am - 7:00 pm
June 1, 2023	Artist Alley Installation Begins 7:00 am; Retailer
June 2, 2023	Exhibit Installation Complete by 1:30 pm
June 2, 2023	Doors open to the public: 2:00 pm VIP/Premium/Three-Day Pass  Friday show opening 4:00 pm Open to All Ticket Holders

June 4, 2023

Show Closes 5:00 PM- Sunday

June 4, 2023

2023 Rebook Applications and Payments due for Discounted Rate by 6:00 PM- Sunday show close

June 4, 2023

Exhibits and all Material removed by 10:00 PM- Sunday show close