



IMPORTANT DEADLINES

January 10, 2024	Show Decorator Kit Online
March 8, 2024	Move-In Schedule & Booth Assignment emailed out
March 8, 2024	On-site Show program ad material deadline
March 14, 2024	Convention Center Exhibitor Approval Deadline (Food Sampling)
March 14, 2024	Convention Center Exhibitor Discount Rate Deadline (Parking)
April 3, 2024	Full Payment due
April 3, 2024	Advance Show Decorator Warehouse opens for delivery
April 3, 2024	Exhibitor Appointed Contract Form due
April 3, 2024	Booth 20'x20' or greater, Floor Plans, Line-of-Sight Variances & Towers submitted
April 17, 2024	Convention Center Exhibitor Discount Rate Deadline (Plumbing and Electrical)
April 17, 2024	Internet Service Discount Rate Deadline
April 19, 2024	Show Decorator Advance Price Deadline
April 29, 2024	Advance Shipment Deadline to have your materials at the Show Decorator's Warehouse
May 1, 2024	Early Retailer Move-In Begins (by appointment only) Direct shipment allowed to facility - Handled by Show Decorator
May 2, 2024	Retailer Exhibit Installation Begins 8:00 am - 7:00 pm
May 3, 2024	Artist Alley Installation Begins 7:00 am; Retailer installation continues
May 3, 2024	Exhibit Installation Complete by 1:30 pm
May 3, 2024	Doors open to the public: 2:00 pm VIP/Premium/Three-Day Pass 4:00
May 5, 2024	Show Closes 5:00 PM
May 5, 2024	2025 Rebook Applications and Payments due for Discounted Rate by 6:00 PM
May 5, 2024	Exhibits and all Material removed by 10:00 PM