



## EXHIBITOR DEADLINES & IMPORTANT DATES

DEADLINE	ITEM	COMPLETE
ASAP	<p><b>Complete Online Company Listing</b>            Log in to your <a href="#">Exhibitor Portal</a> with your company password to update your description and product categories. For password assistance, email <a href="mailto:Christina.Cartwright@spargoinc.com">Christina.Cartwright@spargoinc.com</a></p>	<input type="checkbox"/>
	<p><b>Exhibitor Registration Open</b></p>	<input type="checkbox"/>
APR 11	<p><b><u>Non-Official Exhibitor Appointed Contractor</u> Notification Deadline</b></p>	<input type="checkbox"/>
MAY 5	<p><b><u>Advance Order Discount Deadline for Freeman</u></b>  <i>Carpet, Furniture, Shipping, Labor, etc.</i></p>	<input type="checkbox"/>
MAY 23	<p><b><u>Advance Warehouse Freight Deadline</u></b> (without surcharge)</p>	<input type="checkbox"/>
MAY 31	<p><b><u>Direct Show Site Shipment</u> May begin to arrive.</b>  <i>Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.</i></p>	<input type="checkbox"/>
	<p><b>Exhibitor Move-In begins at 8:00 AM.</b></p>	<input type="checkbox"/>
JUN 1	<p><b>All exhibit space must be set by 5:00 PM.</b>  <i>If you are unable to meet this requirement, you must submit a variance request to <a href="mailto:Christina.Cartwright@spargoinc.com">Christina.Cartwright@spargoinc.com</a> no later than 5:00 PM on Thursday, May 29.</i></p>	<input type="checkbox"/>

Please refer to all other deadline for official service contractors on their individual order forms enclosed in the [Exhibitor Resource Center](#).