

# Exhibitor Calendar

## September 28, 2018

- Deadline for exhibitors to apply using priority points. Fifty percent deposit due with application. Full payment must accompany applications received after January 4, 2019.

## January 4, 2019

- Deadline to cancel exhibit space incurs a 50 percent booth fee penalty.
- Deadline to submit application for Tech Suites with assignment based on priority booth points. After this date, Tech Suite applications will be accepted on a first come, first served basis.
- Booth applications received after this date must include full payment.
- Final booth payments are due.
- Exhibit space cancellations received after this date incurs a penalty of 100 percent of the booth fee.

## March 1, 2019

- Island and two-story exhibit display schematics due to Exhibit Management. Please note: If the display includes a hanging banner or sign or a raised floor, specifications must be clearly marked on the schematics.

## April 5, 2019

- Deadline for notification of use of exhibitor-designated contractor (EDC) and for submission of insurance verification.

## April 30, 2019

- Last day for Freeman to accept advanced freight shipments.

## May 6, 2019

- Exhibitor registration opens at 10 a.m.

## May 6–7, 2019

- Exhibitor move-in 8 a.m. – 5 p.m.

## May 8, 2019

- Exhibitor move-in 7 a.m. – 2:30 p.m. All exhibits must be set by 2:30 p.m.
- Exhibit hall open 3 p.m. – 6:30 p.m.

## May 9, 2019

- Exhibitor access 8 a.m.
- Exhibit hall open 9 a.m. – 4:30 p.m.

## May 10, 2019

- Exhibitor access 8 a.m.
- Exhibit hall open 9 a.m. – 4:30 p.m.
- Exhibitor move-out begins at 4:30 p.m.

