

## SHOW MANAGEMENT & VENDOR DEADLINES



April 4

Last Day to Book Complimentary Hotel Rooms via [Exhibitor Registration Site](#)



April 18

Last Day to Cancel or Change Hotel Reservations via [Exhibitor Registration Site](#)



April 29

Deadline to Order Showcases Through American Fixture Online Order Site  
[PDF Order Form & Catalog Link](#) | [Online Customer Portal & Online Order Site](#)



April 27

Shipping to Warehouse Begins. Deliveries must be delivered by May 23.  
[Advanced Warehouse Shipping Label Link](#)



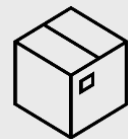
May 1

Freeman Discount Deadline | Additional Furnishings, Flooring and More  
[FreemanOnline](#)



May 1

Discount Deadline to Submit Graphic Files to Freeman for Booth Graphics  
[Event Graphics Guide](#)



May 23

Deadline for Packages To Be Received At Warehouse  
[Advanced Warehouse Shipping Label](#)



May 30

Deadline to Upload Certificate of Insurance (COI)  
Upload your COI in Your [Exhibitor Console](#) | For a sample COI: [Click Here](#)



Pre-Show

Order Floral and Green Plants: [Order Form](#)  
Order Event Production Products, Projectors, Computers, AV, Etc.: [Order Form](#)