

DEADLINE CHECKLIST

- April 13 Show Program/Descriptive Paragraph Due
- May 4 Shipments can begin arriving at the Advance Warehouse
- May 4 Exhibitor Appointed Contractor (EAC) Intent Form Due
- May 11 Audio Visual & Computer Rental Advance Discount Deadline
- May 11 Lead Management Advanced Discount Deadline
- May 11 Shepard Advance Discount Deadline
- May 18 Electrical Service Advance Discount Deadline
- May 18 Compressed Air-Water-Drain-Gas Advance Discount Deadline
- May 18 Internet-Telephone Advance Discount Deadline
- May 18 Cleaning Advance Discount Deadline
- May 18 Booth Catering
- May 24 **ADVANCE WAREHOUSE SHIPMENT DEADLINE**
(after this time/date, shipments received at the warehouse are subject to additional late charges)
- May 25 Booth Activity Request Form Due
- May 25 On-Site Contact Information Form Due
- June 1 **ON-SITE/DIRECT SHIPMENTS MAY BEGIN ARRIVING TO THE COLORADO CONVENTION CENTER AT 8AM.** Shipments sent directly to the Colorado Convention Center will not be accepted prior to this date.
- June 3 Exhibits MUST be set by 5:00 pm (unless you request a variance; please email shirley.harris@spargo.com)

THIS CHECKLIST MAY NOT INCLUDE ALL DEADLINES - PLEASE REFER TO ALL OTHER DEADLINES FROM OFFICIAL SERVICE CONTRACTORS ON THEIR INDIVIDUAL ORDER FORMS OR BY CONTACTING THE APPROPRIATE CONTRACTOR DIRECTLY.