



## IMPORTANT DATES/DEADLINE CHECKLIST

	DEADLINE DATE	ITEM
<input type="checkbox"/>	Wednesday, July 10	Exhibitor Directory Listing Information submitted through the <a href="#">Exhibitor Resource Center</a>
<input type="checkbox"/>	Wednesday, July 17	<a href="#">Booth Activity Request Form</a> submitted through the <a href="#">Exhibitor Resource Center</a>
<input type="checkbox"/>		<a href="#">Booth Rendering Submission Form</a> submitted through the <a href="#">Exhibitor Resource Center</a>
<input type="checkbox"/>		<a href="#">Drawing/Raffle/Giveaway Form</a> submitted through the <a href="#">Exhibitor Resource Center</a>
<input type="checkbox"/>		<a href="#">Exhibitor Appointed Contractor (EAC) Notification Form</a> submitted through the <a href="#">Exhibitor Resource Center</a>
<input type="checkbox"/>		<a href="#">Food and Beverage Distribution Request Form</a> submitted through the <a href="#">Exhibitor Resource Center</a>
<input type="checkbox"/>		Onsite Contact Form submitted through the <a href="#">Exhibitor Resource Center</a>
<input type="checkbox"/>	Tuesday, August 13	<a href="#">Exhibitor Registration</a> – deadline to avoid cancellation penalty submitted through the <a href="#">Exhibitor Resource Center</a>
		Freeman Advance Freight Warehouse Opens – please refer to <a href="#">Shipping Information</a>
<input type="checkbox"/>	Friday, August 16	<a href="#">Lead Management Services</a> Early Bird Deadline - SPARGO
<input type="checkbox"/>	Tuesday, August 20	<a href="#">Audio Visual Equipment</a> Advance Price Deadline - Freeman
		Cleaning and Porter Service Advance Price Deadline – <a href="#">Freeman</a>
		General Service Contractor Service (e.g. carpet, furniture) Order Form - <a href="#">Freeman</a> Advance Price Discount Deadline
<input type="checkbox"/>	Thursday, August 22	Electrical Service, Internet/Telecommunications, Security and Utilities – <a href="#">MCCA</a> Advance Price Discount Deadline
		Booth Catering/Hospitality - <a href="#">LEVY</a>
		Rigging - <a href="#">JCALPRO</a>
<input type="checkbox"/>	Tuesday, September 3	Last day for freight to the Freeman Advance Warehouse to arrive without after deadline surcharge.
<input type="checkbox"/>	Tuesday, September 10	Move In begins for all exhibits at 1:00 p.m.

Contact Sharon Boutin (Wong-Stewart), IMW Exposition Management, at [sharon.wong-stewart@spargoinc.com](mailto:sharon.wong-stewart@spargoinc.com) or (571) 279-0028 with any questions.