



## IMPORTANT DATES

ACT NOW!	<a href="#">Sponsorship Opportunities</a> Contact AFCEA Exhibit and Sponsorship Management at 703-995-2567 or <a href="mailto:afceaexhibits@jspargo.com">afceaexhibits@jspargo.com</a>
January 6	Advance shipments may begin to arrive at the warehouse. Receiving hours are M-F 8:30AM-2:30PM
January 10	Deadline to turn in EAC form with approved COI
January 8	<a href="#">Lead Retrieval</a> advance discount deadline
January 16	<a href="#">Paradise/GES Exposition Services</a> order forms and payment due for discount carpet, furniture, labor, forklift, booth cleaning and sign orders
January 19	<a href="#">Internet</a> Advance Order Deadline
January 19	Discount Deadline for <a href="#">Computer/AV Services</a>
January 30	Advance warehouse shipment deadline (After this date, shipments received at the warehouse are subject to additional late charges). Hours for receiving are M-F 8:30Am-2:30PM
February 4	Onsite/Direct shipments may begin arriving at the Convention Center between 8:00AM and 5:00PM (Shipments sent to the convention center before this date may be turned away or accrue high charges, if accepted early).
February 9	Carriers must be checked in at marshalling yard by 10:00AM

**The deadlines above are the most common deadlines exhibitors have questions about. Please refer to all other deadlines for official service contractors on their individual order forms enclosed in this service manual.**