



## IMPORTANT DATES/DEADLINE CHECKLIST

	<b>DEADLINE DATE</b>	<b>ITEM</b>
<input type="checkbox"/>	Wednesday, September 5	Exhibitor Listing Information submitted through the <a href="#">Exhibitor Resource Center</a>
<input type="checkbox"/>		<a href="#">Premium Exhibitor Listing</a> Application Deadline
<input type="checkbox"/>		Tech Talk Abstract submitted through the <a href="#">Exhibitor Resource Center</a>
<input type="checkbox"/>	Thursday, October 18	<a href="#">Lead Management Services</a> Early Bird Deadline - CDS
<input type="checkbox"/>	Friday, October 26	<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, November 6	Freeman Advance Freight Warehouse Opens – please refer to <a href="#">Shipping Information</a>
<input type="checkbox"/>	Thursday, November 15	Audio Visual Equipment Advance Price Deadline – <a href="#">AV Projection</a>
<input type="checkbox"/>		Catering/Hospitality Order Deadline – <a href="#">Centerplate</a>
<input type="checkbox"/>		General Service Contractor Service Order Form - <a href="#">Freeman</a> Advance Price Discount Deadline
<input type="checkbox"/>	Tuesday, November 20	Internet and Telecommunication service – <a href="#">SmartCity</a>
<input type="checkbox"/>	Thursday, November 29	Last day for freight to the Freeman Advance Warehouse to arrive without after deadline surcharge.
<input type="checkbox"/>	Friday, November 30	<a href="#">Exhibitor Registration</a> – submitted through the <a href="#">Exhibitor Resource Center</a>
<input type="checkbox"/>	Saturday, December 1	Photography Deadline – <a href="#">Paul Sakuma</a>
<input type="checkbox"/>	Thursday, December 6	Move In begins for all exhibits at 12:30pm

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