

DEADLINE CHECKLIST

- ☐ February 13, 2017 Company paragraph for printed Convention program submitted through the [Exhibitor Portal](#)
- ☐ March 20, 2017 [Lead Retrieval](#) advance order discount deadline
- ☐ March 20, 2017 Emergency onsite contact information submitted through the [Exhibitor Portal](#)
- ☐ March 20, 2017 Advance order discount deadline for custom [Shepard](#) orders
- ☐ March 22, 2017 [Exhibitor-Appointed Contractor Notification](#) and EAC's Certificate of Liability Insurance due to Shepard (please see the Shepard order forms for this information), if using a third party contractor to install exhibit
- ☐ March 22, 2017 Shepard Advance Freight Warehouse opens
- ☐ March 29, 2017 Advance order discount deadline for standard [Shepard](#) orders
- ☐ March 29, 2017 [Electrical Service](#) advance order deadline
- ☐ March 29, 2017 [Internet Service](#) advance order deadline
- ☐ March 29, 2017 [Catering Service](#) advance order deadline
- ☐ March 30, 2017 Deadline to [register for exhibitor badges](#)
- ☐ April 4, 2017 [Audiovisual Service](#) advance order discount deadline
- ☐ April 11, 2017 Last day for advance freight to arrive at Shepard warehouse without a surcharge
- ☐ April 14, 2017* Last day for warehouse deliveries
*Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.
- ☐ April 18, 2017 Direct freight may begin to arrive at show facility
- ☐ April 19, 2017 Exhibits MUST be set by 4:00 PM

Please refer to all other deadlines from official contractors on their individual order forms or by contacting them directly.