



DISCOVER THE PROMISE
OF WHAT'S
POSSIBLE
The Exceptional Surgical Oncology Experience

Washington State
Convention Center
Seattle, Washington

DEADLINE CHECKLIST

- | | | |
|--------------------------|-------------|--|
| <input type="checkbox"/> | January 18 | Show Program/Descriptive Paragraph Due |
| <input type="checkbox"/> | February 1 | Hotel Reservation Cut-Off Date |
| <input type="checkbox"/> | February 13 | SHIPMENTS CAN BEGIN ARRIVING AT THE ADVANCE WAREHOUSE |
| <input type="checkbox"/> | February 15 | Exhibitor Appointed Contractor (EAC) Intent Form Due |
| <input type="checkbox"/> | February 15 | On-Site Contact Information Form Due |
| <input type="checkbox"/> | February 15 | Notification of Intent to Distribute Premium or Novelty Items |
| <input type="checkbox"/> | February 20 | Utility Service Advance Discount Deadline |
| <input type="checkbox"/> | February 20 | Internet & Network Connectivity Advance Discount Deadline |
| <input type="checkbox"/> | February 20 | Audio Visual & Computer Rental Advance Discount Deadline |
| <input type="checkbox"/> | February 20 | Lead Retrieval Advanced Discount Deadline |
| <input type="checkbox"/> | February 21 | Freeman Advance Discount Deadline |
| <input type="checkbox"/> | February 21 | Rigging/Lighting Notification Due |
| <input type="checkbox"/> | March 7 | ADVANCE WAREHOUSE SHIPMENT DEADLINE
(after this time/date, shipments received at the warehouse are subject to additional late charges) |
| <input type="checkbox"/> | March 14 | ON-SITE/DIRECT SHIPMENTS MAY BEGIN ARRIVING TO THE WASHINGTON STATE CONVENTION CENTER AT 8AM.
SHIPMENTS SENT DIRECTLY TO THE WASHINGTON STATE CONVENTION CENTER WILL NOT BE ACCEPTED PRIOR TO THIS DATE. |
| <input type="checkbox"/> | March 15 | Exhibits MUST be set by 5PM (unless you request a variance; please email shirley.harris@spargoinc.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.