

DEADLINE CHECKLIST

- January 19 Show Program/Descriptive Paragraph Due
- February 5 Hotel Reservation Cut-Off Date
- February 21 Lead Retrieval Advanced Discount Deadline
- February 23 SHIPMENTS CAN BEGIN ARRIVING AT THE **ADVANCE WAREHOUSE**
- February 27 Freeman Advance Discount Deadline
- February 27 Rigging/Lighting Notification Due
- February 27 Exhibitor Appointed Contractor (EAC) Intent Form Due
- February 27 On-Site Contact Information Form Due
- February 27 Notification of Intent to Distribute Premium or Novelty Items
- February 27 Utility Service Advance Discount Deadline
- March 1 Audio Visual & Computer Rental Advance Discount Deadline
- March 5 Internet & Network Connectivity Advance Discount Deadline
- March 16 **ADVANCE WAREHOUSE SHIPMENT DEADLINE**
(after this time/date, shipments received at the warehouse are subject to additional late charges)
- March 20 **ON-SITE/DIRECT SHIPMENTS MAY BEGIN ARRIVING TO MCCORMICK PLACE - LAKESIDE AT 8AM.**
SHIPMENTS SENT DIRECTLY TO MCCORMICK PLACE -LAKESIDE WILL NOT BE ACCEPTED PRIOR TO THIS DATE.
- March 21 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.