



Important Dates & Deadlines Checklist

Saturday, February 1, 2025	Submit Company Listing Information Deadline
Monday, February 17, 2025.....	Presta™ Rental Exhibit Package Order Deadline
Monday, February 17, 2025.....	Receiving at Advance Warehouse Begins
Thursday, February 20, 2025	Audio Visual & Production Services Advanced Discount Deadline
Monday, February 24, 2025.....	Presta™ Rental Exhibit Package Artwork Submission Deadline
Monday, February 24, 2025.....	Exhibitor Appointed Contractor Form Deadline
Friday, February 28, 2025.....	Floor Plan Approval Form Deadline
Friday, February 28, 2025.....	Lead Retrieval Services Advanced Discount Deadline
Monday, March 3, 2025	Function Space Request Deadline
Monday, March 3, 2025	Presta™ Rental Exhibit Package Artwork Approval Deadline
Monday, March 3, 2025	T3 Service Orders Advance Discount Deadline
Monday, March 3, 2025	Custom Furniture Advance Discount Deadline
Monday, March 10, 2025	Vendor Services Advanced Discount Deadline; Electrical, Internet, Telephone & Cable TV Services
Tuesday, March 18, 2025	Last Day for Advance Shipments to Arrive without Surcharges
Tuesday, March 25, 2025	Direct Shipments to Show Site May Begin Arriving After 8:00 am
Wednesday, March 26, 2025.....	All Exhibits Must Be Set by 6:00 pm
Sunday, March 30, 2025.....	All Carriers Must Check In by 9:00 am