

## IMPORTANT DATES & DEADLINES

DUE DATE	SERVICE	VENDOR
July 28	Island Booth Layout Due (applies to exhibitors with island booths)	NRF
August 21 – September 20	Advanced Warehouse Shipping Dates	The Expo Group
August 21	<ul style="list-style-type: none"> <li>• Accessible Storage</li> <li>• Carpet</li> <li>• Cleaning</li> <li>• EAC Requirements (if applicable)</li> <li>• Exhibitor Supervised Labor</li> <li>• Floral</li> <li>• Furniture &amp; Accessories</li> <li>• Lift Equipment &amp; Labor</li> <li>• Modular Rental Accessories</li> <li>• Modular Rental Exhibits</li> <li>• Signs</li> <li>• Suspended Sign Labor/Assembly</li> <li>• TEG Supervised Labor</li> <li>• Third Party Authorization</li> <li>• Utility Services - Electrical</li> </ul>	The Expo Group
August 21	Audio Visual & Computer Equipment	Freeman AV
August 21	Catering Forms	Levy
August 24	Hospitality Suite & Meeting Room Request	Wyndham Jade
August 25	Exhibitor Certificate of Insurance Due <b>*REQUIRED</b>	NRF
September 1	Networking & Telecommunication Services	Smart City
September 8	Hotel Reservations Deadline (Discounted Rate)	Wyndham Jade
September 8	Non-EXPO Hour Pass Requests Due	NRF
September 22 – 27	Direct to Showsite Shipments Accepted (Except Saturday, September 23 <sup>rd</sup> , hall is dark)	Expo Group
October 27, 2017	Deadline to Submit Post-Show List Agreement	NRF
November 27, 2017	Deadline to Use Post-Show Attendee List	NRF