



DEADLINE CHECKLIST

- ACT NOW!** Sponsorship Opportunities
Sponsorships will be available soon. For questions, please contact the AFCEA Exhibit & Sponsorship Team at westexhibits@spargo.com.
- January 7 Discount deadline for [Capture! Powered by Spargo Lead Retrieval](#)
- January 14 [Non-Official EAC](#) Notification Deadline
- January 31 Discount deadline for [Smart City Networks Internet](#)
- February 1 Advance Order Discount deadline for [Vista Convention Services Carpet, Furniture, Shipping, Labor, etc.](#)
- February 1 Discount deadline for [Convention Technical Services Electric](#)
- February 4 Advance Warehouse Freight Deadline
- February 14 Direct to Show Site Shipments May Begin to Arrive
Shipments arriving before this day may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.
- Exhibitor Move In Begins at 8:00 AM
- February 15 All exhibits must be set by 4:30 PM
*After this time, show management reserves the right to use any empty space in a way that will complement the overall appearance of the exhibition. If you foresee any difficulty in meeting this deadline, you must request a variance. Please contact Brittany Spargo at 571-279-0021 or Brittany.Spargo@spargo.com by **Thursday, February 10.***
- February 16 Exhibit Hall opens at 9:15 AM

Please refer to all other deadlines for office service contractors on their individual order forms enclosed in the [Exhibitor Services Manual](#).