



EXHIBITOR DEADLINES & IMPORTANT DATES

DEADLINE	ITEM	COMPLETE ☐
ASAP	Register Your Staff <i>To register your staff, login to your portal here.</i>	☐
ASAP	Complete Online Company Listing <i>To complete your online company listing, please login here. To create a login, please follow the instructions here.</i>	☐
ASAP	Certificate of Insurance <i>Submit COI to Brittany.Spargo@spargoinc.com.</i>	☐
JANUARY 9	Deadline to submit Exhibitor Appointed Contractor Form	☐
JANUARY 9	Ancillary Event Request Form Due	☐
JANUARY 23	Discount Deadline for Smart City Networks <i>Internet</i>	☐
JANUARY 23	Discount Deadline for Vista Convention Services <i>Carpet, Furniture, Shipping, Labor, etc.</i>	☐
JANUARY 23	Discount Deadline for Convention Technical Services <i>Electrical</i>	☐
JANUARY 30	Advance Warehouse Freight Deadline	☐
FEBRUARY 8	Direct to Show Site Shipment may begin to arrive. <i>Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.</i>	☐
FEBRUARY 8	Exhibitor Move In Begins at 8:00 AM	☐
FEBRUARY 9	All exhibit space must be set by 4:30 PM <i>If you are not able to meet this requirement, you must submit a variance request to Brittany.Spargo@spargoinc.com no later than Thursday, February 5.</i>	☐

Additional deadlines can be found on vendors individual order forms enclosed in the [Exhibitor Resource Center](#).