



## DEADLINE CHECKLIST

### ACT NOW!

#### Sponsorship Opportunities

Contact Sponsorship Management at [WESTExhibits@spargoinc.com](mailto:WESTExhibits@spargoinc.com)

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|-------------|--|
| January 21  | Non-Official EAC Notification Deadline   |
| January 30  | Advance Warehouse begins accepting shipments   |
| January 31  | Discount deadline for Direct Lead<br><i>Lead Retrieval</i>   |
| February 7  | Order deadline for Catering  |
| February 13 | Discount deadline for Smart City<br><i>Telecommunications</i>  |
| February 14 | Discount deadline for Brede<br><i>Carpet, Furniture, Shipping, Labor, etc.</i><br><br>Discount deadline for Booth Cleaning   |
| February 17 | Discount deadline for CTS<br><i>Electric</i>   |
| February 21 | Advance Warehouse Freight Deadline (without surcharge)   |
| February 24 | Order deadline for Razor Exhibits<br><i>Audio Visual</i>   |
| February 29 | Direct to Show Site Shipments May Begin to Arrive<br><i>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.</i><br><br>Exhibitor Move In Begins at 8:00 AM |
| March 1     | All exhibit space must be set by 4:30 PM<br><i>If you are not able to meet this requirement, you must submit a variance request to <a href="mailto:Emily.Amador@spargoinc.com">Emily.Amador@spargoinc.com</a> no later than 5:00 PM EST on Thursday, February 27.</i>                  |
| March 2     | Exhibit Hall opens at 9:15 AM  |