



CALENDAR OF DEADLINES

FEBRUARY

- Company Description, Areas of Expertise, Show Specials** Due February 11
- Company Logo** Due (Sponsors and Premium Brand Enhancement Only)..... February 11
- Advertising Artwork** Deadline..... February 18
- Exhibitor Session Descriptions** Due (Sponsors Only) February 25
(Solution Session, Demo Session, Experiential Session, Government Theater, and Author Chat Descriptions)

MARCH

- Lead Retrieval*** (CompuSystems) Flat Rate Pricing..... Available late March

APRIL

- Tote Bag Insert:** Sample Due to ATD for Approval April 3
- Tote Bag Insert:** Due to Mail House April 17
- Exhibitor Appointed Contractor (EAC) Form*:** Form Due (see Exhibitor Manual)..... April 19
- Freeman:** Advanced Pricing Deadline (see list of Freeman services below) April 19
- Audio Visual*** (Freeman AV): Discounted Pricing Deadline April 20
- Internet*** (Smart City): Discounted Pricing Deadline April 22
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- Addendum:** Company Description, Areas of Expertise, Show Specials Due April 22
- Telephone*** (Smart City): Discounted Pricing Deadline April 26
- Housing** (MCI): Cut-Off Date..... April 26

MAY

- Advanced Freight*** (Freeman): Deadline to Arrive at Warehouse..... May 10
- Computers/Audio Visual** *(eventLink): Discounted Pricing Deadline May 10
- On-Site Freight*** (Freeman): First Day to Ship to Show Site..... May 17
- Booth Setup:** Must Be Completed by 5 p.m..... May 19

*Forms can be found in the online Exhibitor Service Manual.

Booth Catering Please note that Aramark has recently been announced as the new exclusive food and beverage partner at the Walter E. Washington Convention Center, starting April 1, 2019. We will be able to provide catering menus, pricing, order forms and deadlines at this time.

FREEMAN—ADVANCED PRICING DEADLINES (ALL FORMS CAN BE FOUND IN THE EXHIBITOR MANUAL)

- Accessories Order FormApril 19
- Booth Cleaning Order FormApril 19
- Carpet Order FormApril 19
- Cleaning Order FormApril 19
- Digital Graphics Order FormApril 19
- Electrical Order FormsApril 19
- Exhibit Accessories Order FormApril 19
- Exhibit Transportation Order FormApril 19
- Fabric Solutions Order FormApril 19
- Furnishing Essentials Order FormApril 19
- Graphics and Signs Order FormApril 19
- Installation and Dismantle Order FormApril 19
- Method of Payment FormApril 19
- Material Handling Order FormApril 19
- Mobile Units Order FormApril 19
- Outbound Shipping Order FormApril 19
- Rigging Order FormApril 19
- Rental Exhibits Order FormApril 19
- Select Furnishings Order FormApril 19
- Showcases Order FormApril 19
- Third-Party Authorization FormApril 19
- Total Flex Order FormApril 19