

atd2020 LEARNING NEVER PEAKS

INTERNATIONAL CONFERENCE & EXPO

CALENDAR OF DEADLINES

FEBRUARY

- Company Description, Areas of Expertise, Show Specials** Due February 7
- Company Logo** Due (Sponsors and Premium Brand Enhancement Only)..... February 7
- Advertising Artwork** Due..... February 17
- Exhibitor Session Descriptions** Due (Sponsors Only) February 21
(Solution Session, Demo Session, Experiential Session, Government Theater, and Author Chat Descriptions)

APRIL

- Island Booth/Tower Renderings** DueApril 3
- Hanging Sign Renderings**.....April 3
- Addendum: Company Description, Areas of Expertise, Show Specials** DueApril 10
- Tote Bag Insert: Sample** Due to ATD for ApprovalApril 10
- Advanced Freight*** (Freeman): First Day to Ship to WarehouseApril 15
- Exhibitor Appointed Contractor (EAC) Form*** Due.....April 17
- Certificate of Insurance (COI) Form*** DueApril 17
- Tote Bag Insert: Due to Mail House**April 24
- Housing (MCI): Cut-Off Date**.....April 24

MAY

- Electric*** (Colorado Convention Center): Discounted Pricing Deadline.....May 1
- Telephone*** (Colorado Convention Center): Discounted Pricing DeadlineMay 1
- Internet*** (Smart City): Discounted Pricing Deadline May 1
- Booth Catering*** (Centerplate): Cut-Off Date.....May 4
- Freeman: Advanced Pricing Deadline** (see list of Freeman services below) May 4
- Audio Visual*** (Freeman Event Technology): Discounted Pricing Deadline May 4
- Advanced Freight*** (Freeman): Deadline to Arrive at Warehouse..... May 11
- On-Site Freight*** (Freeman): First Day to Ship to Show Site.....May 15
- Lead Retrieval*** (CompuSystems) Flat Rate Pricing.....May 17
- Booth Setup: Must Be Completed by 5 p.m.**..... May 17

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

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

- Accessories Order Form May 4
- Booth Cleaning Order Form May 4
- Carpet Order Form May 4
- Cleaning Order Form May 4
- Digital Graphics Order Form May 4
- Electrical Order Forms May 4
- Exhibit Accessories Order Form May 4
- Exhibit Transportation Order Form May 4
- Fabric Solutions Order Form May 4
- Furnishing Essentials Order Form May 4
- Graphics and Signs Order Form May 4
- Installation and Dismantle Order Form May 4
- Method of Payment Form May 4
- Material Handling Order Form..... May 4
- Mobile Units Order Form..... May 4
- Outbound Shipping Order Form May 4
- Rigging Order Form May 4
- Rental Exhibits Order Form May 4
- Select Furnishings Order Form..... May 4
- Showcases Order Form May 4
- Third-Party Authorization Form..... May 4
- Total Flex Order Form May 4