

FEBRUARY 6-8, WEST PALM BEACH, FL



CALENDAR OF DEADLINES

NOVEMBER 2018

- Company Description and Areas of Expertise Due November 9
- Company Logo Due (Sponsors Only) November 9
- Exhibitor Session Descriptions Due (Sponsors Only) November 16

DECEMBER 2018

- Tote Bag Insert: Final Day to Submit Sample to ATD for Approval December 15
- Tote Bag Insert: Due to Mail House December 28

JANUARY 2019

- Addendum Submission Deadline January 4
- Advanced Freight (Freeman): Warehouse Will Begin Receiving Freight January 4
- Exhibitor Appointed Contractor (EAC) Form: Form Due (see exhibitor manual) January 5
- Treasure Hunt Contest: Company Logo Due (Sponsors Only) January 10
- Audio Visual (Freeman AV): Discounted Pricing Deadline January 11
- Hotel Reservation Cut-off January 11
- Freeman Advanced Pricing Deadline (See List of Freeman Services Below) January 15
- Electrical (PBCCC): Discounted Pricing Deadline January 18
- Internet (PBCCC): Discounted Pricing Deadline January 18
- Rigging Labor (PBCCC): Discounted Pricing Deadline January 18
- Computers (eventLink): Discounted Pricing Deadline January 25
- Advanced Freight/Warehouse (Freeman): Deadline for No Additional Charge January 29

FEBRUARY 2019

- On-Site Freight (Freeman): First Day to Ship to Show Site February 5
- Booth Set-Up: Must Be Completed by 5 p.m. February 5

FREEMAN ADVANCED PRICING DEADLINES

- Accessories Order Form January 15
- Carpet Order Form January 15
- Cleaning Order Form January 15
- Exhibit Transportation Order Form January 15
- Furnishing Essentials Order Form January 15
- Graphics & Signs Order Form January 15
- Installation & Dismantle Order Form..... January 15
- Method of Payment Form January 15
- Material Handling Order Form January 15
- Outbound Shipping Order Form January 15
- Rigging Labor Order Form January 15
- Rental Exhibits Order Form January 15
- Select Furnishings Order Form January 15
- Third Party Authorization Form..... January 15
- Total Flex Order Form January 15