

FEBRUARY 6-8, WEST PALM BEACH, FL



## CALENDAR OF DEADLINES

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### 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
- Lead Retrieval (CompuSystems): 1st Discounted Pricing Deadline ..... December 19
- 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
- Lead Retrieval (CompuSystems): 2nd Discounted Pricing Deadline ..... 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
- 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