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 7
☐ Exhibitor Session Descriptions Due (Sponsors Only) ............................................................ February 21
(Solution Session, Demo Session, Experiential Session, Government Theater, and Author Chat Descriptions)

MARCH

☐ Island Booth/Tower Renderings Due ..................................................................................... March 20
☐ Hanging Sign Renderings ........................................................................................................ March 20

APRIL

☐ Addendum: Company Description, Areas of Expertise, Show Specials Due ......................... April 10
☐ Tote Bag Insert: Sample Due to ATD for Approval ............................................................... April 10
☐ Advanced Freight* (Freeman): First Day to Ship to Warehouse ........................................ April 15
☐ Exhibitor Appointed Contractor (EAC) Form* Due ............................................................ April 17
☐ Certificate of Insurance (COI) Form* Due ............................................................................. April 17
☐ Audio Visual* (Freeman Event Technology): Discounted Pricing Deadline ...................... April 18
☐ Tote Bag Insert: Due to Mail House ...................................................................................... April 24
☐ Electric* (Colorado Convention Center): Discounted Pricing Deadline .......................... April 21
☐ Freeman: Advanced Pricing Deadline (see list of Freeman services below) .................... April 21
☐ Telephone* (Colorado Convention Center): Discounted Pricing Deadline .................... April 26
☐ Housing (MCI): Cut-Off Date ................................................................................................. April 24
☐ Booth Catering* (Centerplate): Cut-Off Date ...................................................................... April 24
☐ Internet* (Smart City): Discounted Pricing Deadline ........................................................... April 27
May

☐ Advanced Freight* (Freeman): Deadline to Arrive at Warehouse.............................. May 6
☐ On-Site Freight* (Freeman): First Day to Ship to Show Site........................................ May 15
☐ Booth Setup: Must Be Completed by 5 p.m. ................................................................. May 17
☐ Lead Retrieval* (CompuSystems) Flat Rate Pricing...................................................... Coming soon!

*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 .................................................................................................. April 22
☐ Booth Cleaning Order Form ............................................................................................ April 22
☐ Carpet Order Form ......................................................................................................... April 22
☐ Cleaning Order Form ...................................................................................................... April 22
☐ Digital Graphics Order Form ......................................................................................... April 22
☐ Electrical Order Forms ................................................................................................... April 22
☐ Exhibit Accessories Order Form .................................................................................... April 22
☐ Exhibit Transportation Order Form ................................................................................. April 22
☐ Fabric Solutions Order Form .......................................................................................... April 22
☐ Furnishing Essentials Order Form .................................................................................. April 22
☐ Graphics and Signs Order Form ..................................................................................... April 22
☐ Installation and Dismantle Order Form ........................................................................... April 22
☐ Method of Payment Form ............................................................................................... April 22
☐ Material Handling Order Form ....................................................................................... April 22
☐ Mobile Units Order Form ............................................................................................... April 22
☐ Outbound Shipping Order Form ..................................................................................... April 22
☐ Rigging Order Form ......................................................................................................... April 22
☐ Rental Exhibits Order Form ............................................................................................. April 22
☐ Select Furnishings Order Form ....................................................................................... April 22
☐ Showcases Order Form .................................................................................................. April 22
☐ Third-Party Authorization Form ...................................................................................... April 22
☐ Total Flex Order Form ................................................................................................... April 22