



# DEADLINE CHECKLIST

DEADLINES	ACTION ITEMS	COMPLETED
May 6, 2026	Exhibitor Registration & Housing Opens	___/___/___
May 6, 2026	Exhibitor Services Manual is distributed	___/___/___
June 26, 2026	Full payment Due	___/___/___
June 26, 2026	Floor plans with dimensions due for any exhibitor occupying an Island or Split Island	___/___/___
June 26, 2026	Exhibitor Certificate of Insurance (COI) due	___/___/___
June 26, 2026	Exhibitor Drawings/Raffles notification due	___/___/___
August 24, 2026	Cut- Off date for discounted hotel rates	___/___/___
August 24, 2026	Exhibitor profile information due for the mobile app	___/___/___
August 31, 2026	The Expo Group (TEG) discount deadline	___/___/___
August 31, 2026	Exhibitor Appointed Contractor (EAC) notification due to TEG	___/___/___



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September 14, 2026	Pre-Show Attendee mailing list distributed to exhibitors (including company, name, title, and mailing address)	___/___/___
September 14, 2026	Advance Warehouse Receiving begins	___/___/___
September 30, 2026	Advance Warehouse Deadline	___/___/___
October 3, 2026	Direct to Show Site shipments Receiving begins	___/___/___
October 3, 2026	Exhibitor Move-In begins	___/___/___
October 4, 2026	Exhibit Hall officially opens at 4:45 PM	___/___/___
October 6, 2026	Outbound Carrier Check-in Deadline at 6:00 PM	___/___/___