

Important Dates Checklist

Important Date	Deadline Type	Supplier
1-Sep	Hotel Reservation Deadline: for booking new reservations or changing existing reservations online	Show Management
5-Sep	Discount Deadline: Telephone/Internet, Electric	Colorado Convention Center
6-Sep	Deadline: Special Access Authorization	Show Management
12-Sep	DUE: Conference App and Online Listing Form	Show Management
12-Sep	Due: Exhibitor Appointed Contractor (EAC) Notification Form	Show Management
	Due: Certificates of Insurance Due from EACs	Show Management
12-Sep	Deadline: Exhibitor Advance Registration	Show Management
13-Sep	Deadline: Exhibitor Standard Registration	Show Management
26-Sep	First Day: Shipments will be accepted at the Advance Warehouse	Freeman
26-Sep	Due: Exhibitor Appointed Contract Notification of Intent form	Show Management
29-Sep	Advance Discount Deadline: Freeman Orders (Furniture/Accessories, Labor	Freeman
10-Oct	Discount Deadline: Booth Food and Beverage orders	Sodexo Live!
10-Oct	Discount Deadline: Telephone/Internet, Electric	Colorado Convention Center
21-Oct	Last Day: Shipments will be received at the Advance Warehouse without additional charges	Freeman
26-Oct	Exhibitor Move-in: 12:00 – 16:30	All
27-Oct	Exhibitor Move-in: 08:00 – 16:30	All