



DEADLINE CHECKLIST

DEADLINES	ACTION ITEMS	COMPLETED
October 1, 2025	Exhibitor Registration & Housing Opens	___/___/___
November 18, 2025	Exhibitor Services Manual is distributed	___/___/___
December 1, 2025	Full payment Due	___/___/___
January 13, 2026	Exhibitor Logistics Webinar	___/___/___
January 30, 2026	Cut- Off date for discounted hotel rates	___/___/___
January 30, 2026	Last day to purchase Lunch Tickets	___/___/___
February 3, 2026	Exhibitor Registration Deadline	___/___/___
February 3, 2026	Last day to purchase Lead Retrieval Licenses	___/___/___
February 3, 2026	Exhibitor profile information due for the mobile app	___/___/___
February 6, 2026	Floor plans with dimensions due for any exhibitor occupying an Island or Split Island	___/___/___
February 6, 2026	Exhibitor Certificate of Insurance (COI) due	___/___/___
February 6, 2026	Exhibitor Drawings/Raffles notification due	___/___/___
February 9, 2026	The Expo Group (TEG) discount deadline	___/___/___
February 9, 2026	Exhibitor Appointed Contractor (EAC) notification due to TEG	___/___/___
February 11, 2026	Advance Warehouse Receiving begins	___/___/___



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February 16, 2026	Pre-Show Attendee mailing list distributed to exhibitors (including company, name, title, and mailing address)	____/____/____
February 27, 2026	Advance Warehouse Deadline	____/____/____
March 4, 2026	Exhibitor Categories due for the mobile app	____/____/____
March 7, 2026	Direct to Show Site shipments Receiving begins	____/____/____
March 7, 2026	Exhibitor Move-In begins	____/____/____
March 9, 2026	Exhibit Hall officially opens at 9:30 AM	____/____/____
March 11, 2026	Outbound Carrier Check-in Deadline	____/____/____