



Important Dates for 2026 Exhibitors

Find detailed information on the items below as well as additional marketing opportunities, here: [Exhibitor Resources](#)
 Access the [Exhibitor Kit](#) to place orders

Deadline	Action
March 19	WCQI Exhibitor Excellence Webinar , register here
March 30	Onsite Signage Print Deadline through Event Management For your company logo to be included in signage throughout the conference, please ensure event management has your logo
April 10	Exhibitor & Sponsor Attendee Registration Information Due to Mekare Graves
April 15	Graphic Print Ready Files Deadline with Ortiz & Co.
April 15	First Day for Warehouse Deliveries without Additional Fees at Ortiz & Co. Warehouse <i>(If shipping before 4/15, please notify Ortiz & Co.)</i>
April 24	Room block rate deadline Book within the official show block to receive the lowest rates at the official hotel. Rooms are limited, book early!
April 29	Last Day for Warehouse Deliveries without Late Fees at Ortiz & Co. Warehouse
April 29	Standard Rental Order Deadline and Custom Furniture Deadline – Ortiz & Co. services Ortiz & Co. is the show decorator and general contractor. Access the Exhibitor Kit to place orders. <ul style="list-style-type: none"> • Carpet • Booth packages and furniture • Sign & Graphics • Booth Cleaning & Labor
April 29	EAC – Exhibitor Appointed Contractor Notification Deadline with Ortiz & Co.
May 4	Pre-Event Pricing Deadline with GES GES provides electrical services. Order here or by following the link in the Ortiz & Co. Exhibitor Kit
May 11	Order Lead Retrieval through your Cvent Exhibitor Portal. Login here <i>Only dedicated exhibitor fulfillment contacts will have access to Cvent Exhibitor Portal.</i>
May 11	Confirm All Tasks Are Completed in Exhibitor Portal through Cvent. Login here <i>Only dedicated exhibitor fulfillment contacts will have access to Cvent Exhibitor Portal.</i>
May 15	Last Day for Warehouse Deliveries with Late Fees with Ortiz & Co. <i>(30% late fees, subject to change)</i>
May 16	First Day Freight is Allowed to be Delivered to Show Site
May 16 May 17	Exhibitor Move-In May 16 1:00 pm – 5:00 pm May 17 8:00 am – 4:00 pm
May 19	Exhibitor Move-Out May 19 2:00 pm – 6:00 pm



Who to Ask | Official Show Contractors & Event Staff

Registration | Mekare Graves (mgraves@smithbucklin.com)

Lead Retrieval | Meghan Dineen (mdineen@asq.org)

Booth carpet, furniture, cleaning, shipping | Ortiz & Co. (events@ortizandco.com)

Electrical | GES [link to order here](#)

Internet and Wi-Fi | Marriott Orlando World Center IT [link to order here](#)

Hotel Reservations | Marriott Orlando World Center [ASQ room block link here](#)

Exhibitor Portal, Company Listing & Lead Capture Ordering | Cvent [link to Exhibitor Portal here](#)

Your Dedicated Exhibitor/Sponsor Support Team

Mekare Graves, Account Manager, Smithbucklin (mgraves@smithbucklin.com)

Sky Wang, Exhibit and Sponsor Sales Manager, Smithbucklin (swang@smithbucklin.com) Meghan

Dineen, ASQ Corporate Partner Specialist (mdineen@asq.org)

Ortiz & Co., General Contractor (events@ortizandco.com)