

Important Deadlines Checklist

Order Form	Deadline Date	<input checked="" type="checkbox"/>
Meeting Room Request Form	First come, first served	
Booth Variance Request Form	Tuesday, February 21, 2023	
Complete Show Directory Listing Online	Wednesday, March 1, 2023	
Exhibitor Appointed Contractor Form	Wednesday, March 1, 2023	
Booth Event Request Form	Wednesday, March 1, 2023	
Show Directory Sponsorships	Thursday, March 16, 2023	
Onsite Signage Sponsorship	Thursday, March 16, 2023	
Freight Forwarder / Customs Broker Ocean to Savannah port / Atlanta Airport	Port: Contact Phoenix International Business Logistics for exact date (often days prior) Atlanta Airport: April 25, 2023	
Advanced Warehouse Deliveries	Receiving Begins April 7, 2023 Deadline: May 1, 2023	
Hanging Sign Deliveries	Receiving Begins April 7, 2023 Deadline: May 1, 2023	
Freeman Discount Deadline (All furnishings, booth packages, carpet, booth, labor)	Monday, April 10, 2023	
Exhibit Package (Freeman)	Monday, April 10, 2023	
Telecommunications, Cable & Internet Order Form & Payment (CCLD)	Monday, April 10, 2023	
AV Order Form (Datisis Corp.)	Saturday, April 15, 2023	
Compressed Air, Water, Drain & Gas (Edlen)	Wednesday, April 19, 2023	
Electrical/ Lighting Order Form (Edlen)	Wednesday, April 19, 2023	
Catering Order & Payment (Levy)	Tuesday, April 25, 2023	
Booth Security Services (Dupree Security)	Sunday, April 30, 2023	
Exhibitor Badge Registration	Wednesday, May 3, 2023	
First Day to Accept Show Site Deliveries	Sunday, May 7, 2023	
Exhibitor Badge Additions/ Updates	Friday, May 12, 2023	