

# EXHIBITOR CHECKLIST

## Important Dates & Deadlines for Exhibitors

	Checklist	Timeline
	Update Company Profile	ASAP
✓	40% Booth Down Payment Due	Monday, March 31, 2025
✓	70% Booth Down Payment Due	Monday, October 20, 2025
✓	Expo Portal Launched (Begin ordering services)	Monday, December 15, 2025
✓	Turbo, the Exhibitor Chat Bot Open for Questions	Monday, December 15, 2025
✓	Monthly Exhibitor Newsletters Begin	Monday, December 15, 2026
✓	Registration & Housing Open	Monday, January 26, 2026
✓	Final Booth Payment Due	Monday, February 2, 2026
✓	Weekly Exhibitor Newsletters Begin	Monday, March 9, 2026
✓	Booth Diagrams Due <i>(Island &amp; Peninsula Booths over 400 sq ft only)</i>	Monday, March 30, 2026
✓	Discount Deadline for Booth Services	Monday, April 6, 2026
✓	Booth Services & Exhibitor Appointed Contractor Notification Discount Deadline	Monday, April 6, 2026
✓	Advance Warehouse Receiving Begins	Wednesday, April 8, 2026
	Housing & Badge Mailing Deadline	Friday, April 17, 2026
	Last Day to Order Booth Rentals/Services	Monday, April 20, 2026
	Advance Warehouse Deadline	Friday, April 24, 2026
	Certificate of Insurance Due	Monday, May 4, 2026
	Direct to Show Site Receiving Begins	Thursday, May 7, 2026
	Exhibitor Move In* <i>*You will be assigned a day and time based on your booth location</i>	Thursday, May 7 - Sunday, May 10, 2026
	All Hall 1 Booths must be fully set	Sunday, May 10, 2026: 2PM
	The Preview Party	Sunday, May 10, 2026: 4PM-6PM
	Show Floors Open for Exhibitors	Monday, May 11, 2026: 9AM
	Show Floor Hours	Monday, May 11, 2026: 11AM-5PM
	Show Floor Hours	Tuesday, May 12, 2026: 11AM-5PM
	Show Floor Hours	Wednesday, May 13, 2026: 9AM-12PM
	Booth Selection Room Open (By Assigned Appointment Only)	Tuesday, May 12 - Wednesday, May 13, 2026
	Exhibitor Move Out	Wednesday, May 13 - 12PM - Friday, May 15, 2026: 10AM
	Outbound Carrier Check-in Deadline	Friday, May 15, 2026: 8AM
	All exhibitor materials must be removed from venue	Friday, May 15, 2026: 10AM
	2027 Onsite Booth Discount Ends	Monday, May 18, 2026