

# EXHIBITOR CHECKLIST

## Important Dates & Deadlines for Exhibitors

	Checklist	Deadlines - coming soon
	Update Company Profile	<b>ASAP</b>
	40% Booth Down Payment Due	<b>At Purchase</b>
	Discounted Exhibit Space Rates	<b>05/18/2026</b>
	70% Booth Down Payment Due	<b>10/15/2026</b>
	Expo Portal Launched (Begin ordering services)	
	Registration & Housing Open	
	Final Booth Payment Due	<b>01/23/2027</b>
	Booth Diagrams Due <i>(Island &amp; Peninsula Booths over 400 sq ft only)</i>	
	Discount Deadline for Booth Services	
	Booth Services & Exhibitor Appointed Contractor Notification Discount Deadline	
	Advance Warehouse Receiving Begins	
	Housing & Badge Mailing Deadline	
	Last Day to Order Booth Rentals/Services	
	Advance Warehouse Deadline	
	Certificate of Insurance Due	
	Direct to Show Site Receiving Begins	
	Exhibitor Move In* <i>*You will be assigned a day and time based on your booth location</i>	
	The Preview Party	<b>Sunday, May 2, 2027</b>
	Show Floors Open for Exhibitors	<b>Monday, May 3, 2027</b>
	Show Floor Hours	<b>Monday, May 3, 2027</b>
	Show Floor Hours	<b>Tuesday, May 4, 2027</b>
	Show Floor Hours	<b>Wednesday, May 5, 2027</b>
	Booth Selection Room Open <i>(By Assigned Appointment Only)</i>	
	Exhibitor Move Out	
	Outbound Carrier Check-in Deadline	
	All exhibitor materials must be removed from venue	
	2028 Onsite Booth Discount Ends	