

Important Deadlines

Order Form	Deadline	✓
Sponsorship and Advertising Print Materials Due	Thursday, November 15, 2018	
Complete Company Listing via Registration Online	Thursday, November 15, 2018	
Sponsorship and Advertising On-site Signage Materials Due	Monday, December 31, 2018	
Booth Variance Request Form	Friday, January 4, 2019	
Exhibitor Appointed Contractor Form	Friday, January 31, 2019	
Event Request Form	Thursday, January 31, 2019	
Freight Forwarder / Customs Broker: Deadline for Arrival RDU Airport-	Friday, January 25, 2019	
Deadline for FCL and LCL Arrival Norfolk, Virginia Airport-	Friday, January 11, 2019	
Warehouse Deliveries	January 25, 2019 - February 18, 2019	
Contract & Deposit Due for Catering Services	Friday, January 25, 2019	
Freeman - Online Discount Deadline	Monday, February 4, 2019	
Lead Retrieval Advance Rate Deadline	Tuesday, February 5, 2019	
Meeting Room Request Form	Friday, February 8, 2019	
Utilities Advance Price Deadline*	Friday, February 15, 2019	
Catering Final Payments Due	Tuesday, February 19, 2019	
Online Exhibitor Badge Registration	Friday, February 22, 2019	
First Day to Accept Show Site Deliveries	Sunday, February 24, 2019	
Exhibitor Move-out Begin	Thursday, February 28, 2019 at 3:01 pm	
Exhibitor Move-out Carrier Check-in	Thursday, February 28, 2019 at 8:00 pm	
Exhibitor Move-out Deadline	Thursday, February 28, 2019 at 10:00 pm	