



DEADLINES & IMPORTANT DATES

DEADLINE	ITEM	COMPLETE
COMING SOON	Register Your Staff	☐
ASAP	Complete Your Online Company Listing	☐
ASAP	Certificate of Insurance	☐
ASAP	Ancillary Event Request Form Due Submit to Brittany.Spargo@spargoinc.com .	☐
July 13	Supporting Partner Opportunities	☐
July 18	Discount Deadline for CAPTURE! Powered by SPARGO Lead Retrieval	☐
July 17	Non-Official Contractor Form Due	☐
July 31	Discount Deadline for Vista Convention Services Carpet, Furniture, Shipping, Labor, etc.	☐
August 7	Advance Warehouse Freight Deadline	☐
August 16	Direct to Show Site Shipment may begin to arrive – Island Booths by Appointment Only <i>Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.</i>	☐
August 17	Direct to Show Site Shipment may begin to arrive – All Exhibitors <i>Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.</i>	☐

Please refer to all other deadlines on the individual order forms enclosed in the [Exhibitor Resource Center](#).