



## DEADLINE CHECKLIST

- ☐ April 10 Island Booth Rendering Approval Forms Due
- ☐ April 11 Show Program/Descriptive Paragraph Due
- ☐ May 9 Shipments can begin arriving at the Advance Warehouse
- ☐ May 9 Booth Activity Request Form Due
- ☐ May 9 On-Site Contact Information Form Due
- ☐ May 9 Lead Management Early Bird Discount Deadline
- ☐ May 19 Exhibitor Appointed Contractor (EAC) Submission Due to Shepard
- ☐ May 19 Shepard Advance Discount Deadline
- ☐ May 19 Audio Visual & Computer Rental Advance Discount Deadline
- ☐ May 19 Internet-Telephone-Cable TV Advance Discount Deadline
- ☐ May 19 Rigging Services Advance Discount Deadline
- ☐ May 19 Booth & Carpet Cleaning Advance Discount Deadline
- ☐ May 19 Electrical Service Advance Discount Deadline
- ☐ May 19 Booth Catering
- ☐ May 30 **ADVANCE WAREHOUSE SHIPMENT DEADLINE**  
(after this time/date, shipments received at the warehouse are subject to additional late charges)
- ☐ June 6 **ON-SITE/DIRECT SHIPMENTS MAY BEGIN ARRIVING TO THE CHARLOTTE CONVENTION CENTER AT 8AM.** Shipments sent directly to the Charlotte Convention Center will not be accepted prior to this date.
- ☐ June 8 Exhibits MUST be set by 4:00 pm (unless you request a variance; please email [shirley.harris@spargoinc.com](mailto:shirley.harris@spargoinc.com))

**THIS CHECKLIST MAY NOT INCLUDE ALL DEADLINES - PLEASE REFER TO ALL OTHER DEADLINES FROM OFFICIAL SERVICE CONTRACTORS ON THEIR INDIVIDUAL ORDER FORMS OR BY CONTACTING THE APPROPRIATE CONTRACTOR DIRECTLY.**