

Deadline Checklist

The most effective cost-saving measure is ordering online, in advance.

December 8, 2025	Exhibitor Registration and General Booth Sales Open
March 25, 2026	Last Day to Reduce Housing Block without penalty
March 26, 2026	Last Day to Update Exhibitor Directory Listing for Print
April 7, 2026	Discount Deadline: Shepard Services – Booth Cleaning, Carpet (required, not provided), Labor, Furniture
April 7, 2026	Island Booths Only: Hanging Sign Form Due to AIHA
April 21, 2026	Discount Deadline: Lead Retrieval
April 29, 2026	Housing Block Names Due (Cancellation fees apply)
May 1, 2026	First Day for Advance Warehouse Shipments
May 1, 2026	Submit Certificate of Insurance (COI)
May 11, 2026	Discount Deadline: AV Orders
May 13, 2026	Hotel Reservation Deadline
May TBD, 2026	Discount Deadline: Internet Order
May TBD, 2026	Discount Deadline: Electrical, Plumbing (Air, Water, Drain)
May 22, 2026	Last Day for Advance Warehouse Shipments
May 30, 2026	First Day for direct-to-show site shipment - New Orleans Convention Center