



## Deadline Checklist

We recommend you order all services in advance by the deadlines listed below. The following deadlines are the latest an order can be considered an “advance” order and receive the appropriate discounts if available. NOTE: In almost all instances, it is less expensive to order services online than using forms.

ACTION ITEM	DEADLINE
Reduce Housing Block without incurring a possible attrition penalty	March 17, 2020
Exhibitor Directory Deadline for On-site Guide	March 27, 2020
Learning Pavilion Application Submissions	March 27, 2020
Lead Retrieval	April 7, 2020
Advance Warehouse Shipments to Freeman	Begin April 30, 2020 Must be received by May 22, 2020
Hanging Sign Request (20' x 20' booths or larger)	May 1, 2020
Exhibitor Proof of Insurance	May 1, 2020
Exhibitor Appointed Contractor Registration	May 1, 2020
All Housing Block Names Due (Penalties may apply if rooms are cancelled)	May 5, 2020
Freeman Services including A/V, Carpet, Labor, and Furniture	May 8, 2020
Telephone/Internet/Cable Services Order	May 11, 2020
Electrical, Plumbing (Air, Water, Drain), Cleaning	May 11, 2020
Hotel Reservation Deadline	May 13, 2020
Direct Shipment to the Georgia World Congress Center	Begins May 30, 2020 at 8:00 a.m.