

DEADLINES	ACTION ITEMS	COMPLETED
July 16, 2025	Emerald Corporate Member Housing Opens	___ / ___ / ___
June 18, 2025	Premier/Anchor/Diamond Corporate Member Housing Opens	___ / ___ / ___
August 7, 2025	Platinum Corporate Member Housing Opens	___ / ___ / ___
September 2, 2025	Gold Corporate Member Housing Opens	___ / ___ / ___
September 29, 2025	Housing for all exhibitors opens	___ / ___ / ___
October 21, 2025	Exhibitor Registration Opens	___ / ___ / ___
December 9, 2025	Meeting Rooms Request Form Due (<i>outside of Convention Center</i>)	___ / ___ / ___
December 14, 2025	Exhibitor registration pricing for additional client & conference badges increases to \$600	___ / ___ / ___
January 5, 2026	Lead retrieval early bird pricing ends	___ / ___ / ___
January 9, 2026	Specialty pavilion speaking session title, abstract and speaker information due	___ / ___ / ___
January 9, 2026	Specialty pavilion booth and kiosk graphics due to Freeman	___ / ___ / ___
January 16, 2026	Island booth rendering submission due	___ / ___ / ___
January 16, 2026	Hanging/rigged sign approval submission due	___ / ___ / ___
January 16, 2026	Multi-story booth structure approval submission due	___ / ___ / ___
January 16, 2026	Covered booth approval submission due	___ / ___ / ___
January 16, 2026	Vehicle approval submission due	___ / ___ / ___
January 20, 2026	Graphics due to Freeman for paid sponsorships	___ / ___ / ___
January 21, 2026	Last day to cancel room reservations with onPeak without penalty (4 PM CDT)	___ / ___ / ___
January 21, 2026	Lead retrieval advanced pricing ends	___ / ___ / ___
February 1, 2026	Cancellation deadline for full refund of paid client & conference badges	___ / ___ / ___
February 1, 2026	Last day to receive a full refund for purchased exhibitor and/or client badges	___ / ___ / ___
February 2, 2026	First day freight is accepted at the Freeman warehouse	___ / ___ / ___
February 2, 2026	Floral rental order form due	___ / ___ / ___
February 4, 2026	Freeman AV & PC rental order forms due to receive discount pricing	___ / ___ / ___

Last updated Aug 1, 2025
*subject to change

February 4, 2026	Freeman order forms due to receive discount pricing	___ / ___ / ___
February 9, 2026	Exhibitor registration pricing for additional client badges & conference badges increases to \$750	___ / ___ / ___
February 10, 2026	Catering order form due for discount	___ / ___ / ___
February 10, 2026	Electrical, utility, and rigging order forms due to receive discount pricing (<i>Venetian Expo & Convention Center</i>)	___ / ___ / ___
February 10, 2026	Internet & telecommunication order forms due (<i>Venetian Expo & Convention Center</i>)	___ / ___ / ___
February 16, 2026	Security order form due (<i>overnight and private demonstration</i>)	___ / ___ / ___
February 23, 2026	Special event transportation request deadline	___ / ___ / ___
February 25, 2026	Last day for freight to be received at Freeman warehouse without incurring late fees	___ / ___ / ___
February 27, 2026	Exhibitor Appointed Contractor (EAC) submission due	___ / ___ / ___
February 27, 2026	Proof of insurance due	___ / ___ / ___
March 4, 2026	First day freight is accepted at show site	___ / ___ / ___
March 4, 2026	Move-in starts (<i>see target move-in floor plan</i>)	___ / ___ / ___
March 10, 2026	Exhibit hall officially opens at 10 AM	___ / ___ / ___