

<b>DEADLINES</b>	<b>ACTION ITEMS</b>	<b>COMPLETED</b>
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 (outside of Convention Center)	____ / ____ / ____
December 14, 2025	Exhibitor registration pricing for additional client & conference badges increases to \$625	____ / ____ / ____
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	Exhibitor Appointed Contractor (EAC) submission due	____ / ____ / ____
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	____ / ____ / ____
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 \$850	____ / ____ / ____
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 &amp; Convention Center</i> )	____ / ____ / ____
February 10, 2026	Internet & telecommunication order forms due ( <i>Venetian Expo &amp; 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	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	____ / ____ / ____