Important Exhibitor Dates and Deadlines (as of October 23, 2017)

Exhibit Show Hours
Sunday, April 15: 1:00 pm-5:00 pm
Monday, April 16: 9:00 am-5:00 pm
Tuesday, April 17: 9:00 am-5:00 pm
Wednesday, April 18: 9:00 am-12:00 pm

Exhibit Hall Move-in Hours
Thursday, April 12: 12:00 pm – 5:00 pm
Friday, April 13: 8:00 am – 5:00 pm
Saturday, April 14: 8:00 am – 5:00 pm
Sunday, April 15: 7:00 am – 10:00 am (with permission)

Exhibit Hall Move-out Hours
Wednesday, April 18: 12:01 pm – 5:00 pm
Thursday, April 19: 8:00 am – 12:00 pm

Exhibitor Deadlines
November 7  Exhibitor Registration Opens
November 12  Booth: Last day to cancel or reduce exhibit space and receive a partial refund.
December 11  Exhibitor Service Kits available
January 22   Booth: Final Payments due
            Exhibitor Directory: Company Descriptions and Product Categories due
            Exhibitor Directory: All company listings must be approved in Exhibitor Dashboard
February 9   Affiliate Space Requests: Deadline for Discount
February 11  Housing: Room list for group blocks
February 16  Booth: Island booth designs due
            Deadline to submit Exhibitor Appointed Contractor (EACs) Registration
            Deadline to submit Certificate of Liability Insurance Form for EACs
            Deadline for Booth Activity and Giveaway Forms
February 20  Housing: Last day to cancel reservations without penalty
March 15     Freeman: Advance warehouse shipments accepted
March 22     Freeman: Discount deadline for advance orders
March 22     Housing: Last day to make changes through AARC Housing.
March 24     Housing: Reservation changes/cancellations must be made directly with the hotel(s).
April 12     Shipping: On-site shipments accepted at McCormick Place