

Deadline	Action Item	Vendor
Now	Update your online company listing in the Exhibitor Dashboard	MapYourShow
Now	Book your hotel and make travel arrangements	Expovision
Now	Freeman Service Kit Launches	Freeman
Now	Register your booth staff and Exhibitor Appointed Contractors	Maritz
Saturday, May 1	Final booth payment due. Submit payment through the Exhibitor Dashboard	NAB Show Exhibit Sales
Saturday, May 1	Full payment due for Unlimited Material Handling. Submit payment through the Exhibitor Dashboard	NAB Show Exhibit Sales
Tuesday, July 27	Lead retrieval early ordering discount deadline	Maritz
Friday, August 13	Booth Review Form due to Show Management for booths 1,000+ sq. ft.	NAB Show Exhibit Services
Wednesday, September 1	Last day to order a Turnkey Booth without surcharge	NAB Show Sales
Monday, September 6	International Shipping to Warehouse: Deadline for arrival of LCL sea freight to Los Angeles Port	Agility
Tuesday, September 7	Freeman advanced ordering discount deadline	Freeman
Wednesday, September 8	Lead retrieval advanced ordering discount deadline	Maritz
Thursday, September 9	Security early ordering discount deadline	DTA Security
Friday, September 10	International Shipping to Warehouse: Deadline for arrival of FCL sea freight to Long Beach port	Agility
Friday, September 10	Internet and telecommunications discount deadline	COX
Monday, September 13	Housing deadline	Expovision
Monday, September 13 8 a.m. - 3:30 p.m.	Advance shipments (must be crated, boxed, or skidded) may begin arriving at the Freeman warehouse	Freeman
Friday, September 17	Exhibitor Appointed Contractor (EAC) registration deadline	Maritz

Friday, September 17	International Shipping to Warehouse: Deadline for arrival of air freight to Las Vegas (LAS) airport	Agility
Friday, September 24	Floral discount deadline	TLC Plant Services
Friday, September 24	Catering deadline – late fee and limited menu in effect after this date	Centerplate
Friday, September 24	Last day to be included in the Exhibitor Exporting Interest Directory	MapYourShow
Sunday, September 26	Tent rental discount deadline	Full Circle Events
Tuesday, September 28	Last day for shipments to arrive at the Freeman warehouse without surcharge	Freeman
Friday, October 1	Satellite Antenna Order Form	Metro Satellite
Monday, October 4	Direct-to-Show deliveries may begin arriving at the Convention Center	Freeman
Monday, October 4	Targeted Exhibitor move-in begins	Freeman
Wednesday, October 6	Last day for Standard Pricing for Internet and Telecommunications. Expedite Pricing takes effect.	Cox
Thursday, October 7 By 5 p.m.	All lobby booths must be set by 5 p.m.	Freeman
Friday, October 8 By 10 p.m.	All crates must be labeled for removal by 10 p.m.	Freeman
Saturday, October 9 8 a.m. - 2 p.m.	Targeted Exhibitor move-in *Small package delivery and cart service only	Freeman
Saturday, October 9 By 2 p.m.	Clean aisle policy in effect. All booths must be set by 2 p.m.	Freeman
Sunday, October 10 10 a.m. - 6 p.m.	Exhibit Hall open (booth must be staffed at all time)	
Monday, October 11 9 a.m. - 6 p.m.	Exhibit Hall open (booth must be staffed at all time)	
Tuesday, October 12 9 a.m. - 6 p.m.	Exhibit Hall open (booth must be staffed at all time)	
Wednesday, October 13 9 a.m. - 2 p.m.	Exhibit Hall open (booth must be staffed at all time)	

Wednesday, October 13 2 – 8 p.m.	Exhibitor move-out (EAC access starts at 3 p.m.) *Empty return by 7 a.m. on Thursday, October 14	Freeman
Wednesday, October 13 By 11 p.m.	All Outdoor Exhibitor materials must be removed by 11 p.m. *Carriers must check in by 4 p.m.	Freeman
Thursday, October 14 7 a.m. – 6 p.m.	Exhibitor move-out	Freeman
Friday, October 15 5:30 a.m. – 5 p.m.	All Exhibitor materials must be removed from the hall by 5 p.m. *Carriers must check in by 2 p.m.	Freeman