



Deadline Checklist

We recommend you order all services in advance by the deadlines listed below. The following deadlines are the absolute latest a form can be considered an “advance” order and receive the appropriate discounts if available.

ACTION ITEM	DEADLINE
Reduce Housing Block without penalty	March 17, 2017
Learning Pavilion Application Submissions	April 5, 2017
Update Exhibitor Directory Listing Online	April 5, 2017
Hanging Sign Request (20' x 20' booths or larger)	April 5, 2017
Lead Retrieval	April 5, 2107
Housing Block Names Due (to avoid cancellation fees)	April 25, 2017
Advance Warehouse Shipments to Freeman	Begin May 1, 2017 Must be received by May 25, 2017
Food and Beverage Catering Orders	May 10, 2017
Exhibitor Proof of Insurance	May 10, 2017
Exhibitor Appointed Contractor Registration	May 10, 2017
Telephone/Internet/Cable Services Order	May 10, 2017
Electrical, Plumbing (Air, Water, Drain)	May 10, 2017
Freeman Services including A/V, Carpet, Labor, and Furniture	May 12, 2017
Direct Shipment to the Washington State Convention Center	Begins June 3, 2017