

## 2024 EXHIBITOR SCHEDULE AND DEADLINES

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
Friday, December 31	Final booth payment due. Submit payment through the Exhibitor Dashboard	NAB Show Exhibit Sales
Friday, December 31	Full payment due for Unlimited Material Handling. Submit payment through the Exhibitor Dashboard	NAB Show Exhibit Sales
Sunday, February 4	Lead retrieval early ordering discount deadline	Maritz
Friday, February 16	Booth Review Form due to Show Management for booths 1,000+ sq. ft.	NAB Show Exhibit Services
Sunday, March 31	Catering deadline – late fee and limited menu in effect after this date	Sodexo
Friday, March 8	Housing deadline	Expovision
Monday, March 11	Last day to order a Turnkey Booth without surcharge	NAB Show Sales
<b>Monday, March 11</b>	<b>Freeman advanced ordering discount deadline</b>	<b>Freeman</b>
Tuesday, March 12 8 a.m. - 3:30 p.m.	Advance shipments (must be crated, boxed, or skidded) may begin arriving at the Freeman warehouse)	Freeman
Friday, March 15	Advanced internet ordering discount deadline	Cox
Sunday, March 17	Lead retrieval advanced ordering discount deadline	Maritz
Monday, March 25	Floral discount deadline	TLC Plant Services

Wednesday, April 3	Advance Shipping Deadline	Freeman
Tuesday, April 5	Last day for shipments to arrive at the Freeman warehouse without surcharge	Freeman
Monday, April 10	Direct-to-Show deliveries may begin arriving at the Convention Center	Freeman
<b>Monday, April 8</b>	<b>Targeted Exhibitor move-in begins</b>	<b>Freeman</b>
Thursday, April 11 By 5 p.m.	All lobby booths must be set by 5 p.m.	Freeman
Friday, April 12 By 10 p.m.	All crates must be labeled for removal by 10 p.m.	Freeman
Saturday, April 13 8 a.m. - 2 p.m.	Targeted Exhibitor move-in *Small package delivery and cart service only	Freeman
Saturday, April 13 By 2 p.m.	Clean aisle policy in effect. All booths must be set by 2 p.m.	Freeman
Sunday, April 14 10 a.m. - 6 p.m.	Exhibit Hall open (booth must be staffed at all time)	
Monday, April 15 9 a.m. - 6 p.m.	Exhibit Hall open (booth must be staffed at all time)	
Tuesday, April 16 9 a.m. - 6 p.m.	Exhibit Hall open (booth must be staffed at all time)	
Wednesday, April 17 9 a.m. - 2 p.m.	Exhibit Hall open (booth must be staffed at all time)	

Wednesday, April 17 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, April 17 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, April 18 7 a.m. – 6 p.m.	Exhibitor move-out	Freeman

Friday, April 19 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
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