



Important Dates

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| Friday, 18 Jan 2019 | 5:00 PM | Print deadline to submit Prize Drawing details, Autograph Booth request, and Learning Arena session information for Convention Program Book. Information submitted after this date may not be included in the Program Book.* |
| Tuesday, 19 Feb 2019 | 8:00 AM | Advance shipments may begin arriving at warehouse. All inbound carriers must check in by 2:00 PM to be guaranteed same day unloading. Loading docks become busy and cannot always accommodate late afternoon arrivals due to heavy congestion. |
| Monday, 25 Feb 2019 | 5:00 PM | Last day to submit catering request to hotel for booth prior to pricing increase. |
| Monday, 4 Mar 2019 | 5:00 PM | Discount Deadline Date for GES Orders Received with Payment |
| Friday, 8 Mar 2019 | 5:00 PM | Deadline to submit request to broadcast or record from the Exhibit floor* |
| Friday, 15 Mar 2018 | 5:00 PM | Last day to submit Floral Order and AV orders for booth prior to pricing increases. |
| Wednesday, 20 Mar 2019 | 4:30 PM | Last day for Advance Shipments to arrive at GES Warehouse without surcharges. All inbound carriers must check in by 2:00 PM to be guaranteed same day unloading. Loading docks become busy and cannot always accommodate late afternoon arrivals due to heavy congestion. Loading docks close at 5:00 PM. |
| Sunday, 24 Mar 2019 | 1:00 PM To 5:00 PM | Exhibitor Move-in, Island Booths Only |
| Monday, 25 Mar 2019 | 8:00 PM To 4:30 PM | Exhibitor Move-in, Direct Delivery to Show Site |
| Tuesday, 26 Mar 2019 | 8:00 AM To 5:00 PM | Direct Delivery to Show Site |
| Tuesday, 26 Mar 2019 | 8:00 AM To 5:00 PM | Exhibitor Move-in: Exhibitors are allowed to set up until 11:00 PM if you are already in the hall at 5:00 PM. Please be advised that once you leave the exhibit hall after 5:00 PM you cannot re-enter. |
| Wednesday, 27 Mar 2019 | 8:30 AM To 6:00 PM | Show Hours |
| Thursday, 28 Mar 2019 | 8:30 AM To 6:00 PM | Show Hours |
| Friday, 29 Mar 2019 | 8:30 AM To 3:30 PM | Show Hours |
| Friday, 29 Mar 2019 | 3:45 PM To 8:00 PM | Exhibitor Move Out: Carriers MUST be checked in by 6:00 PM |
| Friday, 29 Mar 2019 | 8:00 PM | All exhibitor materials must be removed by 8:00 PM |

Please contact Chuck Smith at csmith@nrb.org or 201-543-0073 with questions