

Deadline Checklist	
Date	Event
Now Past Due	100% Payment Due 5 April, 2019
Approximately Mid-June	Housing and Registration to go Live
Friday, 2 August, 2019	Online Profile Due Date
Monday, 5 August, 2019	Exhibitor Appointed Contractor Forms Due from Contractors
Monday, 19 August, 2019	Multi-Level Booth designs to be submitted to the Fire Marshal for approval.
Monday, 19 August, 2019	Hanging sign requests to be submitted to show management for approval - <a href="mailto:spe.events@spe.org">spe.events@spe.org</a>
Friday, 30 August, 2019	Multi-Level Booth designs to be submitted to show management for approval - <a href="mailto:spe.events@spe.org">spe.events@spe.org</a>
Monday, 9 September, 2019	Make Housing Reservations to Receive Discount