



EXHIBITOR DEADLINE CHECKLIST

| Service | Send To | Deadline Date |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|---------------------------------------------|
| Exhibitor & Group Housing Information | ISPOR | See cancellation deadlines on ISPOR website |
| <ul style="list-style-type: none"> Booth Renderings Due (Premium Space Only and Islands) Exhibitor Appointed Contractor (EAC) Forms Due | ISPOR | March 28, 2025 |
| Giveaway/Raffle and Booth Activity Details Due | Submission Form | March 28, 2025 |
| Early Bird Registration Deadline | ISPOR | April 3, 2025 |
| Exhibitor Mobile App Submission Deadline | Mobile App Submission | April 11, 2025 |
| First-day advance freight received at warehouse | GES | April 17, 2025 |
| Order deadline for <ul style="list-style-type: none"> Rental Exhibits/Accessories Signage Carpet Cleaning Services Furniture, Tables, Chairs etc. Booth Labor Electric Floral | GES | April 21, 2025 |
| Catering Order deadline | Submit Orders | April 21, 2025 |
| Exhibitor Registration Deadline <ul style="list-style-type: none"> Use codes included in Exhibit package Submit additional Exhibit Hall only requests (optional) | Exhibitor Information Exhibit Hall Only Request | April 25, 2025 |
| Last-day advance freight received at warehouse without a surcharge | GES | May 6, 2025 |
| AV order deadline | TKNL | May 6, 2025 |
| Exhibitor move-in begins at 10:00 am | N/A | May 12, 2024 |
| Carpet/flooring must be installed by 3:00 pm | GES | May 13, 2024 |
| Exhibits must be fully installed by 5:00 pm | N/A | May 13, 2024 |
| Exhibits Open 9:30 am | N/A | May 14, 2024 |
| <ul style="list-style-type: none"> Exhibits Close at 11:30 am Exhibitor material must be removed from facility by 7:00 pm | N/A | May 16, 2024 |