

Deadline	Action Item	Vendor
Now	Update your online company listing in the Exhibitor Dashboard	MapYourShow
Now	Book your hotel room and make travel arrangements	Expovision
Monday, October 15	Freeman Service Kit Launches	Freeman
Monday, October 15	Register your booth staff and Exhibitor Appointed Contractors	Experient
Saturday, December 1	Final booth payment due. Submit payment through the Exhibitor Dashboard	NAB Show Exhibit Sales
Friday, February 8	Booth Review Form due to Show Management for booths 1,000+ sq. ft.	NAB Show Exhibit Services
Friday, February 8	Lead retrieval early ordering discount deadline	Experient
Friday, February 22	Last day for your company name to be included in the printed Show Guide. Company names will be pulled from the Exhibitor Dashboard on March 2.	MapYourShow
Friday, March 1	Exhibitor Appointed Contractor (EAC) registration deadline	Experient
Friday, March 1	Housing deadline	Expovision
Friday, March 1	Security early ordering discount deadline	DTA Security
Monday, March 4	Last day to order a Turnkey Booth without surcharge	NAB Show Sales
Monday, March 4 8 a.m. - 3:30 p.m.	Advance shipments (must be crated, boxed, or skidded) may begin arriving at the Freeman warehouse	Freeman
Tuesday, March 5	International Shipping to Warehouse: Deadline for arrival of LCL sea freight to Los Angeles Port	Agility
Sunday, March 10	Internet and telecommunications discount deadline	COX
Monday, March 11	Freeman advanced ordering discount deadline	Freeman
Monday, March 11	Floral discount deadline	TLC Plant Services
Tuesday, March 12	International Shipping to Warehouse: Deadline for arrival of FCL sea freight to Long Beach port	Agility

Tuesday, March 19	International Shipping to Warehouse: Deadline for arrival of air freight to Las Vegas (LAS) airport	Agility
Friday, March 22	Guest Pass rate increases from \$0 to \$50 after this date	NAB Show Marketing
Friday, March 22	Last day to be included in the Exhibitor Exporting Interest Directory	MapYourShow
Monday, March 25	Catering deadline – late fee and limited menu in effect after this date	Centerplate
Monday, March 25	Tent rental discount deadline	Full Circle Events
Tuesday, March 26	Last day for shipments to arrive at the Freeman warehouse without surcharge	Freeman
Monday, April 1	Direct-to-Show deliveries may begin arriving at the Convention Center	Freeman
Friday, April 5	Last day for Standard Pricing for Internet and Telecommunications. Expedite Pricing takes effect.	Cox
Friday, April 5 By 5 p.m.	All lobby booths must be set by 5 p.m.	Freeman
Saturday, April 6 By 10 p.m.	All crates must be labeled for removal by 10 p.m.	Freeman
Sunday, April 7 8 a.m. - 2 p.m.	Targeted Exhibitor move-in *Small package delivery and cart service only	Freeman
Sunday, April 7 By 2 p.m.	Clean aisle policy in effect. All booths must be set by 2 p.m.	Freeman
Monday, April 8 10 a.m. - 6 p.m.	Exhibit Hall open (booth must be staffed at all time)	
Tuesday, April 9 9 a.m. - 6 p.m.	Exhibit Hall open (booth must be staffed at all time)	
Wednesday, April 10 9 a.m. - 6 p.m.	Exhibit Hall open (booth must be staffed at all time)	
Thursday, April 11 9 a.m. - 2 p.m.	Exhibit Hall open (booth must be staffed at all time)	
Thursday, April 11 2 – 8 p.m.	Exhibitor move-out (EAC access starts at 3 p.m.) *Empty return by 8 a.m. on Friday, April 13	Freeman

Thursday, April 11 By 11 p.m.	All Outdoor Exhibitor materials must be removed by 11 p.m. *Carriers must check in by 4 p.m.	Freeman
Friday, April 12 8 a.m. – 6 p.m.	Exhibitor move-out	Freeman
Saturday, April 13 6:30 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