

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
Tuesday, February 7	Lead retrieval early ordering discount deadline	Maritz
Friday, February 17	Booth Review Form due to Show Management for booths 1,000+ sq. ft.	NAB Show Exhibit Services
Monday, March 13	Last day to order a Turnkey Booth without surcharge	NAB Show Sales
Monday, March 13	Freeman advanced ordering discount deadline	Freeman
Monday, March 13 8 a.m. - 3:30 p.m.	Advance shipments (must be crated, boxed, or skidded) may begin arriving at the Freeman warehouse)	Freeman
Wednesday, March 15	International Shipping to Warehouse: Deadline for arrival of LCL sea freight to Los Angeles Port	Agility
Wednesday, March 15	Security early ordering discount deadline	DTA Security
Monday, March 20	International Shipping to Warehouse: Deadline for arrival of FCL sea freight to Long Beach port	Agility
Monday, March 20	Housing deadline	Expovision
Tuesday, March 21	Lead retrieval advanced ordering discount deadline	Maritz

Monday, March 27	International Shipping to Warehouse: Deadline for arrival of air freight to Las Vegas (LAS) airport	Agility
Friday, March 31	Floral discount deadline	TLC Plant Services
Friday, March 31	Catering deadline – late fee and limited menu in effect after this date	Centerplate
Saturday, April 1	Tent rental discount deadline	Full Circle Events
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
Monday, April 10	Targeted Exhibitor move-in begins	Freeman
Thursday, April 13 By 5 p.m.	All lobby booths must be set by 5 p.m.	Freeman
Friday, April 14 By 10 p.m.	All crates must be labeled for removal by 10 p.m.	Freeman
Saturday, April 15 8 a.m. - 2 p.m.	Targeted Exhibitor move-in *Small package delivery and cart service only	Freeman
Saturday, April 15 By 2 p.m.	Clean aisle policy in effect. All booths must be set by 2 p.m.	Freeman
Sunday, April 16 10 a.m. - 6 p.m.	Exhibit Hall open (booth must be staffed at all time)	
Monday, April 17 9 a.m. - 6 p.m.	Exhibit Hall open (booth must be staffed at all time)	
Tuesday, April 18 9 a.m. - 6 p.m.	Exhibit Hall open (booth must be staffed at all time)	
Wednesday, April 19 9 a.m. - 2 p.m.	Exhibit Hall open (booth must be staffed at all time)	

Wednesday, April 19 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 19 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 20 7 a.m. – 6 p.m.	Exhibitor move-out	Freeman
Friday, April 21 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