



Deadline Checklist

May

5/31 | [Final Payment - Booth Reservation](#)

June

6/2 | [Exhibitor Registration Opens](#)

6/5 | [Freeman Services Available to Order](#)

6/12 | [New Product Listings for WE&T](#)

6/25 | [Ad orders for WE&T WEFTEC Preview Issue](#)

6/30 | [Exceeding Floor Load Requests to Convention Center](#)

July

7/1 | [Ad materials for August WE&T WEFTEC Preview Issue](#)

7/6 | [Last Day to Book Dedicated Exhibitor Housing](#)

7/6 | [Huddle Room Reservation Opens](#)

7/10 | [Logo Enhancement for WEFTEC Conference Program](#)

7/13 | [Meeting and Reception Space Request](#)

7/13 | [Ad orders for Conference Program](#)

7/20 | [Ad Materials for Conference Program](#)

7/25 | [Ad orders September WE&T WEFTEC Show Issue](#)

7/27 | [Multi-Level/Covered Display Notice to Show Mgmt](#)

7/27 | [New Booth Design Rendering to Show Mgmt](#)

7/27 | [Equipment Exceeding Booth Height Limitation to Show Mgmt](#)

7/27 | [Vehicle Display Notification to Show Mgmt](#)

7/27 | [Live Animal Display Request to Show Management](#)

7/27 | [Hotel Rooming Lists \(groups and individuals\) Due](#)

7/27 | [Rigging Plans Due to Freeman](#)

7/29 | [International EAC Notification to Show Management](#)

7/31 | [Logo Enhancement for September WE&T](#)

August

8/1 | [Lead Management Early Order Discount](#)

8/1	Ad materials September WE&T WEFTEC Show Issue
8/7	Exhibitor Directory Listing Update for WEFTEC Conf. Program
8/16	Lead Management Advance Order Discount
8/28	Cancellation Deadline for Floral Orders
8/31	Last Day to Cancel/Correct/Substitute Badges
8/31	First Day for Advance Delivery to Freeman Warehouse
8/31	Last day to Reserve Individual Housing
8/31	Last Day to Request Hotel Rooms through WEFTEC Housing/CMR
8/31	Deadline to Register Booth Personnel for Badge Delivery

September

9/2	Certificate of Insurance to Exhibition Mgmt
9/2	Exhibitor Appointed Contractor Certificate of Insurance
9/2	Exhibitor Appointed Contractor Agreement & Work Pass Request
9/2	Exhibitor's Own Carpet Notice to Exhibition Mgmt
9/6	Internet/Phone Services – Discount Deadline
9/6	Electrical/Plumbing Services – Discount Deadline
9/9	All Freeman Services - Advance Order Deadline
9/9	Audio Visual Services – Discount Deadline
9/14	Charging Station Orders – Discount Deadline
9/15	International Shipping – Sea Freight
9/21	Catering Service – Order Deadline
9/21	International Shipping – Air Freight
9/22	Photography Order Cancellation Deadline Without Penalty
9/23	Last day For Reservation Changes/Cancellations through CMR
9/23	Last Day for Freight to be received at Freeman Warehouse
9/25	First day to Change Lodging Reservation through Hotels
9/30	Exhibitor Move-in Begins, 7:30 am
9/30	First Day for Direct Shipment to Show Site
9/30	Targeted Freight Delivery Begins
9/30	Exhibitor Registration Opens Onsite
9/30	Final Exhibitor Directory Listing Update (Online & Mobile App)
9/30	Final PDF Upload to Mobile App

October

10/1	Trade Export Partnership Program Deadline
10/4	Booth Installation must be Completed by 4:00pm
10/5	Exhibition Opens, 8:30am

- 10/7 | [Exhibitor Registration Closes](#)
- 10/7 | [Exhibition Closes, 3:30pm](#)
- 10/9 | [All exhibits packed and ready for removal, 5:00pm](#)
- 10/9 | [Carriers checked into the marshalling yard by 3:00pm](#)
- 10/25 | [Ad orders for WE&T WEFTEC Wrap-Up Issue](#)

November

- 11/1 | [Ad materials for WE&T WEFTEC Wrap-Up Issue](#)