

Return the forms by the deadlines to save money and avoid paying premium prices for late orders.

Deadline	Item	Completed/Notes
Friday, 22 December	Company Descriptions Sponsorships	
Friday, 5 January	Hotel Reservations Deadline	
Monday, 8 January	Advertising Insertion Order	
Monday, 15 January	Advertising Materials for Printed Programs	
Friday, 26 January	Booth Activity Request Certificate of Insurance	
Monday, 29 January	Computer/AV Services Freeman Online Discount Price Advanced Freight Warehouse Receiving Start Hanging Signs Shipping to Warehouse	
Friday, 9 February	Affiliate Space Request	
Tuesday, 20 February	Advanced Freight Warehouse Receiving Ends Hanging Signs Shipping to Warehouse Ends	