

Chronological Checklist and Important Deadlines

DEADLINE/ DATES	SEND TO
December 1, 2023	
<input type="checkbox"/> Exhibitor Showcase Application Due	TCEA
January 2, 2024	
<input type="checkbox"/> Shipping: First Day Freeman will Begin Accepting Shipments to the Advance Warehouse	Freeman
January 4, 2024	
<input type="checkbox"/> Freeman Early Discount Deadline on Services	Freeman
January 11, 2024	
<input type="checkbox"/> Pre-show Marketing: Last Day to Order Attendee Pre-Reg. List	TCEA
January 12, 2024	
<input type="checkbox"/> Housing: Last Day to Make Hotel Reservations at Conference Rates	Key Bookings
<input type="checkbox"/> Exhibitor Appointed Contractor: Liability Coverage Insurance Due if Using a Contractor Other than Freeman	TCEA
<input type="checkbox"/> Last Day to Request Show Management Approval for Hanging Signs	TCEA
January 17, 2024	
<input type="checkbox"/> Advance Order Deadline: Utilities (Internet and electrical)	ACC
January 24, 2024	
<input type="checkbox"/> Last Day Freeman will Receive Advance Shipments Without After Deadline Charge	Freeman
February 1, 2024	
<input type="checkbox"/> First Day Freeman Will Receive Exhibitor Freight at the Convention Center	Freeman
February 12, 2024	
<input type="checkbox"/> Post-show Follow-up: First Day the Post-show Attendee List will be Available	TCEA