

EXHIBITOR DEADLINES

Monday, October 12

Best of IBS Awards application deadline (in the Exhibitor Portal).

Friday, October 23

Exhibit Guide listing & additional listing deadline for the printed Show Guide (in the Exhibitor Portal).

Thursday, December 3

Hotel rooms in your block must be assigned by this date with names, dates & credit card information.

Friday, December 11

Badge request deadline in order to receive them in advance (in the Exhibitor Portal).

Friday, December 18

New Product Zone application deadline.

Saturday, December 26

Advanced freight receiving starts
International shipping: [Click here](#) for information and deadlines.

Wednesday, December 30

[Freeman](#) discount deadline: Audio Visual, Flooring, Furnishings, Utilities & Electrical, Signs & Graphics, Freight, Labor & Cleaning Services.

Lead retrieval ([Maritz](#)) discount deadline.

Booth staffing ([PUSH Agency](#)) deadline to book.

Floral ([Floral Expo](#)) discount deadline.

Photography ([Oscar & Assoc](#)) discount deadline.

Security ([DTA Security Services](#)) discount deadline.

WiFi ([Cox](#)) discount deadline.

Export Interest Directory listing deadline.

Monday, January 4

Catering ([Sodexo](#)) deadline at 12 PM PT.

Friday, January 15

Exhibitor Appointed Contractors (EAC) deadline.

Wednesday, January 20

Advanced freight deadline at 2:30 PM PT.

Wednesday, January 27

Show-site freight receiving starts.

Wednesday, January 27 – Monday, February 1

Exhibitor move-in

Target plans: [Central](#) | [South](#) | [West](#)

Thursday, February 4 – Sunday, February 7

Exhibitor move-out starting February 27 at 5 PM
All exhibits must be removed by February 7 at 12 PM.



Scan the QR code to access
information needed to plan
your IBS booth.

BUILDERSSHOW.COM/PREPARING-TO-EXHIBIT