

## Monday, Oct 20

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

## Friday, Nov 21

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

## Wednesday, Dec 17

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

## Friday, Jan 2

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

## Monday, Jan 12

[Advanced freight](#) warehouse receiving starts.

[International shipping](#): [click here](#) for information & deadlines.

## Tuesday, Jan 13

[Freeman](#) discount deadline for:

- Audio Visual
- Flooring
- Furnishings
- Exhibit Packages
- Signs & Graphics
- Freight
- Labor
- Health & Safety
- Cleaning Services

## Thursday, Jan 16

[DTA Security Services](#) discount deadline.

## Tuesday, Jan 20

[Orange County Convention Center](#) incentive deadline:

- Electricity
- Aerial Rigging Labor & Lighting
- Water
- Plumbing
- Compressed Air
- Natural & LP Gas
- WiFi, Internet & Cable TV Services
- Catering (Sodexo)

## Monday, Jan 26

Final day to make changes & room cancellations in your [hotel block](#).

## Tuesday, Feb 3

[Advance freight](#) deadline at 3:30 PM ET.

## Wednesday, Feb 4

[Hotel confirmation numbers](#) will be uploaded to your Housing and Registration Dashboard.

## Tuesday, Feb 10

[Show-site freight](#) receiving starts.

## Tuesday, Feb 10 - Monday, Feb 16

[Exhibitor move-in](#) by target plans:

[North & South Halls](#) | [West Hall](#)

All exhibits must be fully installed by Feb 16 at 5 PM.

## Thursday, Feb 19 - Sunday, Feb 22

[Exhibitor move-out](#) starting Feb 19 at 5 PM.

All exhibits must be removed by Feb 22 at 12 PM.