

# EXHIBITOR DEADLINES



Monday, November 4

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



Friday, November 22

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



Friday, January 10

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



Thursday, January 23

**Advanced freight receiving** starts

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



Friday, January 24

**Freeman** discount deadline: Audio Visual, Flooring, Furnishings, Utilities & Electrical, Signs & Graphics, Freight, Labor & Cleaning Services

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

**Booth staffing** ([Event Pros](#)) deadline to book

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

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

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

**Security** ([DTA Security Services](#)), discount deadline

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

**EAC requests** deadline

**Export Interest Directory** listing deadline



Tuesday, February 4

**New Product Zone** application deadline



Thursday, February 13

**Advanced freight** deadline at 2:30 PM PT



Wednesday, February 19

**Show-site freight receiving** starts



Wednesday, February 19 –  
Monday, February 24

**Exhibitor move-in**

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



Thursday, February 27 –  
Sunday, March 2

**Exhibitor move-out** starting February 27 at 5 PM

All exhibits must be removed by March 2 at 10 AM



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

[BUILDERSHOW.COM/PREPARING-TO-EXHIBIT](https://BUILDERSHOW.COM/PREPARING-TO-EXHIBIT)