



Deadline Checklist

May

5/31 | [Final Payment - Booth Reservation](#)

June

6/1 | [Huddle Room Reservation Opens](#)

6/5 | [Exhibitor Registration Opens](#)

6/22 | [Last Day to Book Dedicated Exhibitor Housing](#)

6/25 | [Ad orders for WE&T WEFTEC Preview Issue](#)

July

7/2 | [Ad materials for August WE&T WEFTEC Preview Issue](#)

7/2 | [Exceeding Floor Load Requests to Convention Center](#)

7/9 | [Meeting and Reception Space Request](#)

7/11 | [Logo Enhancement for WEFTEC Conference Program](#)

7/27 | [Ad orders for Conference Program](#)

7/27 | [Ad orders September WE&T WEFTEC Show Issue](#)

7/27 | [Rigging Plans Due to Freeman](#)

7/27 | [Multi-Level/Covered Display Notice to Show Mgmt](#)

7/27 | [New Booth Design Rendering to Show Mgmt](#)

7/27 | [Live Animal Display Requests to Show Mgmt](#)

August

8/1 | [Ad materials September WE&T WEFTEC Show Issue](#)

8/1 | [Logo Enhancement for September WE&T](#)

8/1 | [Lead Management Early Order Discount](#)

8/3 | [Exhibitor Directory Listing Update](#)

8/4 | [Hotel Rooming Lists \(groups and individuals\) Due](#)

8/15 | [International Business Interest Form Due](#)

8/16 | [Lead Management Advance Order Discount](#)

8/21 | [Certificate of Insurance to Exhibition Mgmt](#)

8/24	Exhibitor Appointed Contractor Certificate of Insurance
8/24	Exhibitor Appointed Contractor Agreement
8/24	Exceeding Booth Height Limitation to Exhibition Mgmt
8/24	Exhibitor Appointed Contractor Work Pass Request
8/29	First Day for Advance Delivery to Freeman Warehouse
8/31	Exhibitor's Own Carpet Notice to Exhibition Mgmt
8/31	Booth Vehicle Display Notice to Exhibition Mgmt
9/1	Last day to Reserve Individual Housing
9/1	Last day to Cancel/Correct/Substitute Badges

September

9/1	Floral Cancellation Deadline
9/2	Electrical/Plumbing Discount Deadline
9/5	Ad orders for WEFTEC Daily
9/5	Freeman Services Advance Order Deadline
9/10	Ad materials for WEFTEC Daily
9/14	Sea freight Shipments at New Orleans Port
9/15	Final Exhibitor Directory Listing Update (Online & Mobile App)
9/19	Last Day for Freight to be received at Freeman Warehouse
9/19	Air freight Shipments at New Orleans airport
9/20	Last day to Change Lodging Reservation through CMR
9/22	First day to Change Lodging Reservation through Hotels
9/26	Exhibitor Move-in Begins, 7:30am
9/26	First Day for Direct Shipment to Show Site
9/26	Targeted Freight Delivery Begins
9/26	Exhibitor Registration Opens Onsite
9/30	Booth Installation must be Completed by 3:00pm

October

10/1	Exhibition Opens, 8:30am
10/3	Exhibitor Registration Closes
10/3	Exhibition Closes, 5:00pm
10/5	All exhibits packed and ready for removal, 5:00pm
10/5	Carriers checked into the marshalling yard by 3:00pm
10/25	Ad orders for WE&T WEFTEC Wrap-Up Issue

November

11/1	Ad materials for WE&T WEFTEC Wrap-Up Issue
------	--

