



## Deadline Dates

### January

#### Deadline Date

- Exhibitor Housing Assignments Sent to Exhibitors with 50+ Priority Points January 9
- Innovation Award Submissions Opens January 17

### February

#### Deadline Date

- Full Booth Payment Due no refunds received after this date for cancelled/reduced February 3
- Exhibitor Service Manual Available February 8
- Exhibitor Housing Opens for All Exhibitors February 8
- Exhibitor Registration Opens February 8
- Complimentary Expo Only Pass for Customers Available to Exhibitors February 8
- Island Booth Layouts Due February 8

### March

#### Deadline Date

- Free Exposure in Food Technology Magazine May Pre-show issue submission March 14
- IFT17 Sampling & Health Permits Webinar March 15
- IFT17 Mobile App Released Spring 2017

### April

#### Deadline Date

- Shared Exhibitor Form Due (\$250 fee per shared company) April 3
- New Exhibitor Web-Briefing April 5
- Innovation Award Submissions Due April 7
- Directory Listing Submission Deadline (via website) April 14
- EAC (Exhibitor Appointed Contractors) Registration available online April 19
- Housing Lists Due for Exhibitors with 20+ rooms (after this date, Exhibitors are responsible for 85% of their room block) April 24
- Housing Lists Due for Exhibitors with 1-19 rooms (after this date, Exhibitors will incur a \$150.00 cancellation fee per room) April 24
- Lead Retrieval Best Rate Discount Deadline April 24

## May

### Deadline Date

- Exhibitor Meeting Rooms on Expo Floor Order Form Due May 5
- Lead Retrieval Deadline for 2<sup>nd</sup> tier rate discount May 9
- Lead Retrieval Deadline 3rd tier rates begin May 10
- Paid Exhibitor Badge Registration Last Day to Cancel & Receive Refund May 12
- Last Day for Housing Changes or Cancellations through IFT Housing May 19
- First Day for Receipt of Advanced Warehouse Shipments May 25
- Attendee VIP Early Bird Registration Deadline May 30
- Intl Ocean Freight Shpg Date-Advanced Warehouse-less than full container load May 31

## June

### Deadline Date

- Freeman Order Forms Due for Discounted Rates June 1
- Freeman Method of Payment Form June 1
- Freeman Plumbing Order Form Due for Discount Rate June 1
- Freeman Furnishings Order Form Due for Discount Rate June 1
- Freeman Carpet Order Form Due for Discount Rate June 1
- Freeman smartfabric Order Form Due for Discount Rate June 1
- Freeman Rental Exhibits Order Form Due for Discount Rate June 1
- Freeman Graphics Order Form Due for Discount Rate June 1
- Freeman Installation & Dismantle Labor Order Form Due for Discount Rate June 1
- Freeman Forklift / Rigging Order Form Due for Discount Rate June 1
- Freeman Hanging Sign Order Form Due for Discount Rate June 1
- Freeman Motors & Truss Order Form Due for Discount Rate June 1
- SES Audio Visual Equipment /Computer Rental/ Cable/HDTV/Satellite Order Form Due for Discount Rate June 5
- Sands Expo Method of Payment Form June 5
- SES Electrical Order Form Due for Discount Rate June 5
- Sands Expo Show Cleaning and Meeting Services June 5
- SES Plumbing/ Automatic Sprinkler System/ Compressed/Air/Water/Drain Services Instructions & Conditions June 5
- SES Rigging/ Hanging: Truss/Theatrical Lighting Rental / Labor order form June 5
- Sands Expo Booth Catering Forms Due for Guaranteed Rate June 5
- Intl Ocean Freight Shpg Date-Advanced Warehouse-full container load June 5

## June

## Deadline Date

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|--------------------------|-------------------------------------------------------------------|---------|
| <input type="checkbox"/> | Sands Expo Floral & Plant Rental Order Forms Due                  | June 5  |
| <input type="checkbox"/> | Sands Expo Internet and Telecommunication Services Order Form Due | June 5  |
| <input type="checkbox"/> | Intl Air Freight Shpg Date – Advanced Warehouse                   | June 8  |
| <input type="checkbox"/> | Lowe Refrigeration Order Form Closing Date                        | June 8  |
| <input type="checkbox"/> | Last Day for Receipt of Advanced Warehouse Shipment               | June 14 |
| <input type="checkbox"/> | EAC Deadline for Discounted Rate                                  | June 16 |
| <input type="checkbox"/> | Hotel Door Drop Service Order Form Due                            | June 16 |
| <input type="checkbox"/> | Last Day for Receipt of Advanced Warehouse Shipment               | June 14 |
| <input type="checkbox"/> | First Day for Direct Shipments to Convention Center               | June 22 |
| <input type="checkbox"/> | 2016 Booth Selection Begins (on-site)                             | June 25 |