



Deadline Dates

January

Deadline Date

- Innovation Award Submissions Opens January 16

February

Deadline Date

- Full Booth Payment Due no refunds received after this date for cancelled/reduced February 8

March

Deadline Date

- Exhibitor Service Manual Available March 1
- Exhibitor Housing Opens for All Exhibitors March 1
- Exhibitor Registration Opens March 1
- Complimentary Expo Only Pass for Customers Available to Exhibitors March 1
- IFT18 Mobile App Released Spring 2018

April

Deadline Date

- Island Booth Layouts Due April 2
- EAC (Exhibitor Appointed Contractors) Registration available online April 9
- Free Exposure in Food Technology Magazine June Pre-show issue submission April 10
- Innovation Award Submissions Due April 27

May

Deadline Date

- Shared Exhibitor Form Due (\$250 fee per shared company) May 1
- Directory Listing Submission Deadline (via website) May 11
- Housing/Rooming Lists Due for all Exhibitors. Exhibitors with 15+ rooms. Must confirm room nights and submit room lists (after this date, Exhibitors are responsible for 80% of their room block). May 18
- Cancellations to individual reservations or Exhibitors with 1-14 rooms received **after** May 18, 2018 5:00pm CST will incur a \$150.00 cancellation fee per room. May 18
- Any guest rooms with no names will be released after 5:00 pm CST. May 18
- Lead Retrieval Best Rate Discount Deadline May 21
- Exhibitor Meeting Rooms on Expo Floor Order Form Due May 25

June

Deadline Date

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|--------------------------|---|---------|
| <input type="checkbox"/> | Paid Exhibitor Badge Registration Last Day to Cancel & Receive Refund | June 1 |
| <input type="checkbox"/> | Attendee Early Bird Registration Deadline | June 1 |
| <input type="checkbox"/> | Lead Retrieval Deadline for 2 nd tier rate discount | June 5 |
| <input type="checkbox"/> | Lead Retrieval Deadline 3rd tier rates begin | June 6 |
| <input type="checkbox"/> | First Day for Receipt of Advanced Warehouse Shipments | June 14 |
| <input type="checkbox"/> | EAC Deadline for Discounted Rate | June 15 |
| <input type="checkbox"/> | Last Day to submit Housing Changes/Cancellations for any and all hotel reservations | June 15 |
| <input type="checkbox"/> | International Ocean Freight Shipping -less than full container load deadline date to TWI Group for Advanced Warehouse | June 20 |
| <input type="checkbox"/> | Freeman Order Forms Due for Discounted Rates | June 21 |
| <input type="checkbox"/> | Freeman Accessories Order Form Due | June 21 |
| <input type="checkbox"/> | Freeman Air/Water/Drain/Gas Order Form | June 21 |
| <input type="checkbox"/> | Freeman All Inclusive Booth Package Order Form Due | June 21 |
| <input type="checkbox"/> | Freeman Carpet - Cut to Size Order Form Due | June 21 |
| <input type="checkbox"/> | Freeman Carpet - Standard Size Order Form Due | June 21 |
| <input type="checkbox"/> | Freeman Cleaning Order Form | June 21 |
| <input type="checkbox"/> | Freeman Electrical Labor Order Form Due | June 21 |
| <input type="checkbox"/> | Freeman Electrical Order Form Due | June 21 |
| <input type="checkbox"/> | Freeman Exhibit Accessories Order Form Due | June 21 |
| <input type="checkbox"/> | Freeman Exhibit Transportation Labor Order Form Due | June 21 |
| <input type="checkbox"/> | Freeman Extended Power Order Form Due | June 21 |
| <input type="checkbox"/> | Freeman Fabric Solutions Order Form Due | June 21 |
| <input type="checkbox"/> | Freeman Forklift/Rigging Labor Order Form Due | June 21 |
| <input type="checkbox"/> | Freeman Furnishings Order Form Due | June 21 |
| <input type="checkbox"/> | Freeman Furniture Package Order Form Due | June 21 |
| <input type="checkbox"/> | Freeman Graphics Order Form Due | June 21 |
| <input type="checkbox"/> | Freeman Hanging Sign Labor Order Form | June 21 |
| <input type="checkbox"/> | Freeman Hanging Truss & Chain Hoist Labor Order Form Due | June 21 |
| <input type="checkbox"/> | Freeman Installation & Dismantle Labor Order Form Due | June 21 |
| <input type="checkbox"/> | Freeman Material Handling Labor Order Form Due | June 21 |

June

Deadline Date

- Freeman Method of Payment Form June 21
- Freeman Material Handling/Machinery Labor Order Form Due June 21
- Freeman Motorized Vehicles Order Form Due for Discount Rate June 21
- Freeman Outbound Shipping Order Form Due June 21
- Freeman Refrigerated/Frozen/Dry Foods Storage Order Form Due June 21
- Freeman Rental Exhibits Order Form Due June 21
- Freeman Showcases Order Form Due June 21
- Freeman Smartfabric Order Form Due June 21
- Freeman Sneeze Guard Shield Order Form Due June 21
- Freeman Structural Integrity Statement Form June 21
- Freeman Third Party Authorization Form Due June 21
- Freeman Totalflex Order Form Due June 21
- Freeman Audio and Visual Order Form Due June 21
- Date to contact hotels directly with changes/cancellations June 22
- Savor Booth Catering Forms Due June 25
- Floral Exhibits Floral & Plant Rental Order Forms Due June 25
- International Ocean Freight Shipping - full container load deadline date to TWI Group for Advanced Warehouse June 25
- Lowe Refrigeration Order Form Closing Date June 26
- VIP Early Admittance Form Due June 26
- McCormick Place Technology Services Order Form Due for Discount Rate (Telephone, Cable TV, Internet, Communications Services) June 26
- International Air Freight Shipping deadline date to TWI Group for Advanced Warehouse June 28

July

Deadline Date

- SAVOR Exhibit Booth Catering Orders Due July 1
- Last Day for Receipt of Advanced Warehouse Shipment July 5
- First Day for Direct Shipments to Convention Center July 12
- 2019 Booth Selection Begins (on-site) July 16
- 2019 Room Block Requests for Exhibitors with 15+ Rooms Begins (on-site) July 16