

This Deadline Checklist has been created to assist you in pre-show ordering and planning your participation as an exhibitor. The dates listed are the absolute latest that forms can be received to be considered an advance order and receive the vendors' discounts. We recommend you order all services before the dates listed.

Use this page as a reminder to yourself to place your orders and send in your forms. Be sure to retain a copy of each form you fill out for your records.

DATE	TASK	VENDOR / ORDER FORM(S)	✓
ASAP	Register Your Booth Staff	Registration	<input type="checkbox"/>
ASAP	Invite Your Clients & Customers	Exhibitor Invites	<input type="checkbox"/>
July 15	Exhibitor Room Block (10+ Rooms) Deadline	Maritz Global	<input type="checkbox"/>
August 16	Lead Retrieval/Badge Reader Early Bird Deadline	CompuSystems	<input type="checkbox"/>
August 20	Name/Rooming List Assignment for Exhibitor Room Block Deadline	Maritz Global	<input type="checkbox"/>
September 4	Lead Retrieval/Badge Reader Advanced Orders	CompuSystems	<input type="checkbox"/>
September 16	Electrical Service Deadline	Greater Columbus Convention Center Exhibitor Service Center	<input type="checkbox"/>
September 16	Plumbing/Compressed Air/Gas Service Deadline	Greater Columbus Convention Center Exhibitor Service Center	<input type="checkbox"/>
September 16	Internet Service/Telecomm Deadline	Greater Columbus Convention Center Exhibitor Service Center	<input type="checkbox"/>
September 16	Catering Deadline	Greater Columbus Convention Center Exhibitor Service Center	<input type="checkbox"/>
September 16	Private Security Deadline	Greater Columbus Convention Center/ASM Global	<input type="checkbox"/>
September 18	First Day for Shipments to Arrive at Freeman Advanced Warehouse	Freeman	<input type="checkbox"/>
September 20	All Freeman Services Discount Deadline	Freeman	<input type="checkbox"/>
September 20	Audio Visual Orders Deadline	Freeman AV	<input type="checkbox"/>
September 23	Notification of Intent to Use EAC	Notification of Intent to Use an EAC Form	<input type="checkbox"/>
September 23	Booth Activity Approval	Booth Activity Approval Form	<input type="checkbox"/>
September 30	Hotel Reservation Deadline	Maritz Global	<input type="checkbox"/>
October 11	Last Day for Shipments to Arrive at Freeman Advanced Warehouse	Freeman	<input type="checkbox"/>
Coming Soon!	Photography Deadline	Coming Soon!	<input type="checkbox"/>
Coming Soon!	Floral Order Deadline	Coming Soon!	<input type="checkbox"/>
October 18	First Day for Shipments to Arrive at Show Site	Freeman	<input type="checkbox"/>
October 18-20	Targeted Move-In	Freeman	<input type="checkbox"/>
October 20	Exhibit Installation *Complete by Sunday, October 20 at 4:30 PM		<input type="checkbox"/>
October 21-22	2024 ASPE Expo Open		<input type="checkbox"/>
October 22-23	Exhibit Dismantle *Begins on Tuesday, October 22 at 3:00 PM		<input type="checkbox"/>