



2026 EXHIBITOR SERVICES MANUAL

DEADLINE CHECKLIST

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 & Invite Your Clients	Maritz Global	<input type="checkbox"/>
July 30	Reserve Exhibitor Room Blocks (10+ Rooms) Deadline	Maritz Global	<input type="checkbox"/>
August 6	Lead Retrieval/Badge Reader Early Bird Deadline	CompuLEAD	<input type="checkbox"/>
August 18	Exhibitor Room Block Payment Deadline	Maritz Global	<input type="checkbox"/>
August 24	Lead Retrieval/Badge Reader Advanced Pricing Deadline	CompuLEAD	<input type="checkbox"/>
August 26	Name/Rooming List Assignment for Exhibitor Room Block Deadline	Maritz Global	<input type="checkbox"/>
September 9	First Day for Shipments to Arrive at the Freeman Advanced Warehouse	Freeman	<input type="checkbox"/>
September 11	Freeman Services Discount Deadline	Freeman	<input type="checkbox"/>
September 11	Audio Visual Order Deadline	Freeman AV	<input type="checkbox"/>
September 15	Hotel Reservation Deadline	Maritz Global	<input type="checkbox"/>
September 21	Notification of Intent to Use EAC	Notification of Intent to Use an EAC	<input type="checkbox"/>
September 23	Electrical/Power Advanced Pricing Deadline	Oklahoma City Convention Center Exhibitor Services	<input type="checkbox"/>
September 23	Utilities (Plumbing/Compressed Air/Gas) Advanced Pricing Deadline	Oklahoma City Convention Center Exhibitor Services	<input type="checkbox"/>
September 23	Internet Services/Telecomm Advanced Pricing Deadline	Oklahoma City Convention Center Exhibitor Services	<input type="checkbox"/>
September 23	Catering Advanced Pricing Deadline	Savor Order Form & Menu	<input type="checkbox"/>
September 23	Private Security Deadline	Oklahoma City Convention Center Exhibitor Services	<input type="checkbox"/>
September 28	Booth Activity Approval	Booth Activity Approval Form	<input type="checkbox"/>
Coming Soon!	Floral Order Deadline	<i>Coming Soon!</i>	<input type="checkbox"/>
Coming Soon!	Photography Deadline	Oscar & Associates	<input type="checkbox"/>
October 2	Last Day for Shipments to Arrive at the Freeman Advanced Warehouse	Freeman	<input type="checkbox"/>
October 5	Catering Pre-Orders Deadline	Savor Order Form & Menu	<input type="checkbox"/>
October 5	Upload proof of Certificate of Insurance (COI)	Upload Valid COI	<input type="checkbox"/>
October 9	First Day for Shipments to Arrive to Show Site	Freeman	<input type="checkbox"/>
October 9-11	Targeted Move-In	Freeman	<input type="checkbox"/>
October 11	Exhibit Installation *Complete by Sunday, October 11 at 4:30 PM	Freeman	<input type="checkbox"/>
October 12-13	2026 ASPE Expo Open	2026 ASPE Convention & Expo	<input type="checkbox"/>
October 13-14	Exhibit Dismantle *Begins on Tuesday, October 13 at 3:00 PM	Freeman	<input type="checkbox"/>



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