



EXHIBITOR SERVICES MANUAL

DEADLINES CHECKLIST

This Deadlines Checklist is designed to assist you in ordering and planning your participation in PWX 2026. Take advantage of discounted rates by submitting orders by the dates listed below.

DATE	TASK	FORM(S) LOCATION	COMPLETE
ASAP	Add Sponsorship Opportunities	Sponsorship Brochure	_____
ASAP	Update (and Upgrade) Your PWX Exhibitor Listing	Exhibitor Hub	_____
ASAP	Register Your Staff	Exhibitor Registration	_____
June 12	Exhibitor Solutions Theater Applications Due	Submission Form	_____
June 12	Technology Solutions Theater Applications Due	Submission Form	_____
June 12	Asset Management Space Applications Due	Submission Form	_____
July 17	New Product Showcase Applications Due	Submission Form	_____
July 17	The Pitch Applications Due	Submission Form	_____
July 27	The Expo Group's Discount Deadline <i>(Order furnishings, carpet, booth packages, cleaning, graphics and more!)</i>	Exhibitor Service Manual	_____
July 28	Book Housing at Discounted Rates <i>(Discounted rooms may sell out prior to deadline)</i>	Registration & Hotel/Travel Info	_____
July 29	Advance Shipments: 1 st Day Warehouse Accepts Freight	Exhibitor Service Manual	_____
July 31	Exhibitor Liability Certificates of Insurance Due	Submission Form	_____
August 3	Lead Retrieval Early Bird Pricing	Lead Retrieval Order Form	_____
August 7	Booth Catering Menu	Catering Menu	_____
August 7	Booth Catering Order	Catering Order Form	_____
August 20	Advance Shipments: Last Day Warehouse Accepts Freight	Exhibitor Service Manual	_____
August 28	Direct Shipments: Accepted at Convention Center	Exhibitor Service Manual	_____
August 28	Exhibit Installation – Begins at 8:00 AM	Exhibitor Service Manual	_____
August 29	Exhibit Installation – Complete by 4:30 PM	Exhibitor Service Manual	_____
August 30	PWX 2026 Open	Exhibitor Service Manual	_____
September 1	Exhibit Dismantle – Begins at 1:00 PM	Exhibitor Service Manual	_____
September 2	Exhibit Dismantle – Complete by 12:00 PM	Exhibitor Service Manual	_____