



EXHIBITOR TIMELINE & CHECKLIST

AUGUST

- **Thursday, August 23rd**
 - Early bird registration ends

SEPTEMBER

- **Monday, September 7th**
 - Exhibitor Kiosk/Booth graphics
 - Exhibitor company logo & description submitted for program guide and mobile app
- **Friday, September 14**
 - Sponsorship graphics due
- **Sunday, September 16th**
 - CHC18 Hotel room block cut-off date
- **September 17th –October 9th**
 - Advanced Freight Receiving
- **Monday, September 24th**
 - Advance order discount pricing ends for all equipment and furnishing needs through Freeman

OCTOBER

- **Monday, October 15th at 1pm**
 - Show-site Freight Receiving
- **Wednesday, October 17th by 3pm**
 - Show-site Freight Receiving Stop
- **Friday, October 19th from 4:30pm-9:00pm**
 - Exhibitor Move-out
- **Saturday, October 20th from 8:00am – 12:00pm**
 - Exhibitor Move-out
- **Saturday, October 20th by 12:00pm**
 - All Exhibitor Material must be remove from facility