



## IMPORTANT DATES AND DEADLINES

9/23/2023	Exhibitor course request deadline	1/10/2024	All Exhibitors and Sponsors paid in full
11/1/2023	Early Bird registration deadline		
12/1/2023	Documents due to Freeman: Flyers, Giveaways, Floor Clings, Elevator Clings, Escalator Clings Other items Due: Lanyard approvals, Key card approvals and Attendee Bag Approvals	1/23/2024	Move In/Exhibitor Set up 8:00am – 3:00pm  Exhibit hall Open 4:30pm – 6:30pm
12/1/2023	Videos Submission: 15 second static image 30 second video clip 60 second video clip	1/24/2024	Exhibit Hall Open 10:00am – 4:00pm
		1/25/2024	Exhibit Hall Open 9:00am - 12:30pm
1/2/2024	Registration deadline to be included in mobile app and Exhibit Hall map		Exhibitor Prize announcements  11:45 - 12:00 am
1/3/2024	Cut-off date for the Gaylord Texan discounted Rate of \$233.		Dismantle exhibits 12:30pm - 4:00pm
	Deadline to submit presentation for education classes		