

Important Dates Checklist

Important Date	Deadline Type	Supplier
6-Jan-27	Early Bird Pricing Deadline: Lead Retrieval	Plus Lead – MCI
	Temporary structures over 12' in height, Fire Marshall Approval	OFC Mgmt
	All booths over 400 square feet, design review	OFC Mgmt
	Hanging Sign review	OFC Mgmt
8-Jan-27	Deadline: Room Lists for Groups with 10+ rooms - Block Request	MCI USA
9-Jan-27	Final Deadline: Hotel Reservations (Individual and Group) Changes	MCI USA
15-Jan-27	Final Deadline for Individual and Group Reservations	MCI USA
21-Jan-27	Due: Exhibitor Appointed Contractor (EAC) Notification Form	OFC Mgmt
28-Jan-27	First Day: Shipments will be accepted at the Advance Warehouse	Freeman
4-Feb-27	General Liability: Required Insurance from Exhibiting Companies	Rainprotection
	Early Bird Pricing Deadline: Telephone and Internet	Boldyn
	Advance Pricing Deadline: Booth Cleaning and Booth Property Disposal	Freeman
	Discount Deadline: Freeman Orders (Furniture & Accessories, Labor, Signs, etc.) and Freeman AV Orders	Freeman
5-Feb-27	Standard Pricing Deadline: Lead Retrieval	MCI USA
	Advance Pricing Deadline: OFC Registration	MCI USA
12-Feb-27	Deadline: Show Talent Order Form	Exhibitors Connections
12-Feb-27	Discount Deadline: Catering	Levy
14-Feb-27	Advance Pricing Deadline: Electrical, Plumbing, Gas, Air	Edlen
	Discount Deadline: Floral Orders	TLC Designers
17-Feb-27	Discount Deadline: Security	Events TNT
20-Feb-27	Photography & Video Deadline: Order forms	The Photo Group
23-Feb-27	Last Day: Shipments will be received at the Advance Warehouse without additional charges	Freeman
4-Mar-27	Exhibitor Move-in – Targeted only, see Coded Floor Plan Map	All
6-Mar-27	Exhibitor General Move-in (08:00 – 16:30 PT)	All
11-Mar-27	Exhibitor Move-out: 16:01 – 20:00 PT	All
12-Mar-27	Outside Carriers must be checked in at Marshaling Yard by 18:00	All
13-Mar-27	Exhibitor Move-out: 08:00 – 12:00 PT	All
	Outside Carriers must be checked in at Marshaling Yard by 10:00 AM	All