**Exhibitor Materials**

- **Wednesday, June 28, 2023** .................................................................................................................. End of Pre-Sales
- **Monday, July 31, 2023** ......................................................................................................................... Booth Fee Payment in Full Deadline
- **Friday, September 1, 2023** ..................................................................................................................... Insurance Deadline
- **November 2023** ................................................................................................................................. Exhibitor Services Manual Available
- **Friday, December 8, 2023** ...................................................................................................................... Printed Program & Exhibit Directory Deadline
- **Friday, January 5, 2024** ......................................................................................................................... Booth Sharing Contract/Application Early-Bird Rate Deadline
- **Friday, January 5, 2024** ......................................................................................................................... Booth Sharing Contract/Application Submission Deadline
- **Tuesday, January 16, 2024** ................................................................................................................... Pre-Registration Deadline (for Attendee Registration Rates)

**Cancellation Time Line**

- **Prior to Friday, September 1, 2023** ......................................................................................................... 100% refund
- **Between Friday, September 1, 2023 and Tuesday, October 31, 2023** ........................................ 50% refund or 75% refund if contracted booth space is reassigned
- **On or after Wednesday, November 1, 2023** ........................................................................................ no refund

**Installation Schedule**

- **Large Equipment/Machinery Booths**
  - **Sunday, January 21, 2024** .................................................................................................................. 10:00 am–5:00 pm
  - **Monday, January 22, 2024** ................................................................................................................... 8:00 am–3:00 pm

- **All Other Booths**
  - **Monday, January 22, 2024** .................................................................................................................. 3:00 pm–8:00 pm
  - **Tuesday, January 23, 2024** ................................................................................................................... 8:00 am–5:00 pm
    (all crates must be available for removal by 4:00 pm)
    (exhibitor may work in their booth until 8:00 pm)

**Dismantling Schedule**

(all exhibit materials must be packed and ready for removal no later than the time referenced below)

- **Level 1 - Exhibit Halls A-D, Level 2 - Ballrooms A & B**
  - **Thursday, January 25, 2024** ............................................................................................................. Close of show–10:00 pm

- **Level 1 - Exhibit Halls A-D**
  - **Friday, January 26, 2024** .................................................................................................................. 8:00 am–2:00 pm