

## Exhibitor/Sponsor Critical Dates & Deadlines

### Exhibitor & Sponsor Registration

An Exhibitor and Sponsor Registration link will be sent to you by CoreNet Global via email once you have made your minimum 50% deposit. Please register as soon as possible so that CoreNet can prepare your badges. If you have made your deposit and still have not received your event registration email, please call Diane Jeffreys at (800) 726.8111 or email at [djeffreys@corenetglobal.org](mailto:djeffreys@corenetglobal.org). **Registering for the event is necessary before you can book your hotel rooms at CoreNet Global's discounted rate.**

#### August 12<sup>th</sup>

- Final Payments Due

#### August 21<sup>st</sup>

- Attendee Directory contact, logo, and 50-word company description due. You will be emailed a user-name and password on or before July 20<sup>th</sup> allowing you to log into our website and edit your profile. If you are a first-time exhibitor, you will need to upload the necessary information by following the steps on screen. If you are a renewing exhibitor, you may edit the profile as needed or simply approve it in its existing state.

#### September 25<sup>th</sup>

- Freeman Advance Order Deadline
  - Order labor
  - Return Third Party Authorization form
  - Order furniture, custom exhibits, and accessories
  - Order electrical equipment
  - Order phone and phone line
  - Order carpeting
  - Order cleaning service

#### October 5<sup>th</sup>

- Last day for arrival of advanced shipments. Refer to Freeman Quick Facts sheet for more information.

#### October 11<sup>th</sup>

- Summit Registration: 10:00am – 6:00pm

#### October 12<sup>th</sup>

- Summit Registration: 10:00am – 6:00pm
- Exhibitor Move-In: 8:00am – 8:00pm. All exhibits must be fully installed by 8:00pm

#### October 13<sup>th</sup>

- 12:30pm – 6:00pm EXHIBIT HALL OPEN
- 12:30pm – 2:30pm EXHIBIT HALL LUNCHEON
- 4:00pm – 6:00pm EXPO NETWORKING RECEPTION

#### October 14<sup>th</sup>

- 12:00pm – 3:00pm EXHIBIT HALL OPEN
- 12:00pm – 2:30pm EXHIBIT HALL LUNCHEON
- 3:00pm – 11:00pm EXHIBITOR MOVE-OUT

**If you have any questions about your sponsorship or exhibit space please contact:**

2500 Broadway, Suite 200 Boulder, CO 80304 USA

Toll Free: (866) 362-4181 Tel: (303) 565-4023 Fax: (303) 443-6943 Email: [sponsorsupport@corenetglobal.org](mailto:sponsorsupport@corenetglobal.org)