



Deadline Date Checklist

| ORDER FORM | DEADLINE DATE |
|--|---|
| Lead Retrieval Advance Rate Deadline | February 14, 2024 (extra early) March 27, 2024 (early) |
| Catering Order* <i>*Orders submitted within 21 business days of the conference will incur a 23% late ordering fee</i> | March 22, 2024 |
| Custom Shepard Rentals Discount | March 26, 2024 |
| Notice of Intent to use EAC | March 26, 2024 |
| Advance Warehouse Shipping Starts | March 26, 2024 |
| Audio Visual Advance Rate Deadline | March 29, 2024 |
| <u>Hotel Reservations</u> : Cut-off date to book housing (non-block) <i>If rooms are cancelled less than 72 hours in advance of arrival, you would also be subject to the hotel's cancellation penalty equal to one night's room and tax.</i> | March 31, 2024 |
| Internet, Electrical, Telecommunication Advance Rate Deadline | April 1, 2024 |
| Standard Shepard Rentals Discount | April 4, 2024 |
| Advance Warehouse Shipping Deadline* <i>*Shipments received after April 15 are subject to a surcharge.</i> | April 15, 2024 |
| Direct to Show Site Shipping | April 23, 2024, 8:00 AM EST |

Important Room Block Deadlines (10+ rooms)

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| Exhibitor Request-a-Block site opens; companies to submit room block requests online. | November 27, 2023 |
| Request-A-Block site closes; last day for companies to submit room block requests. | January 28, 2024 |
| Last day to release rooms without penalty. Companies are liable to pick-up 85% of inventory remaining in block on February 2, 2023. | February 1, 2024 |
| Deadline to submit final room block reservations to Maritz. Guest names must be assigned to rooms. Any rooms not assigned will be released to general inventory on February 24, 2024. | February 23, 2024 |
| Housing Deadline (website closes at 11:59 PM EST) – All dates and name changes must be complete, duplicate rooms will be released, and attrition charges applied. | March 31, 2024, 11:59 PM EST |
| Hotel Transfer Period: During this time, all hotel reservation information will be transferred from our registration site to the hotels directly. No new reservations or changes to existing reservations can be made. | April 1 - April 4, 2024 |
| Companies can contact the hotel directly with any changes/cancellations. All changes are subject to hotel availability. | April 5, 2024 |
| <i>In addition to the ONS block policy, if rooms are cancelled less than 72 hours in advance of arrival, you would also be subject to the hotel's cancellation penalty equal to one night's room and tax.</i> | |