



## Exhibitor Critical Dates

### **Friday, September 6**

- Exhibitor reps to complete personal profile and company profile within the VRMA Mobile App

### **Friday, September 13 – Important!**

- First day for shipments to be received at the advanced receiving warehouse
- [Meeting Space and Ancillary Event Request Form](#) due to [vrmaexhibits@vrma.org](mailto:vrmaexhibits@vrma.org)
- Exhibitor Appointed Contractor (EAC) Notification due to VRMA

### **Monday, September 16**

- Alliance advanced discount deadline for most show services listed below:  
Furniture / Labor / Carpet / Material handling/ Signage / Exhibits Rental

### **Monday, September 23**

- Hotel reservation cutoff for all 4 VRMA hotels. Booking details will be included in your [registration badge](#) confirmation email only.
- Advanced Order Deadline Custom Graphics & Custom Table Throws

### **Friday, September 27**

- Electrical order and payment must be received by [ccooper@commonwealthelectric.com](mailto:ccooper@commonwealthelectric.com) to receive discounted rate

### **Monday, September 30**

- [Lead retrieval](#) discount deadline
- Internet order form discount deadline

### **Week of September 30**

- Pre-show attendee mailing list sent to exhibiting company primary contacts

### **Monday, October 7**

- Last Day for shipments to be accepted at the advance warehouse without surcharges

### **Sunday, October 13**

- Early Move-In: 2:00 pm – 5:00 pm (*by appointment only*)

### **Monday, October 14**

- Direct to show site shipments accepted (Monday ONLY)
- Exhibitor Move-In: 8:00 am – 4:00 pm
- Show hours (Opening Reception): 5:00 pm – 7:00 pm

### **Tuesday, October 15**

- Show hours: 8:00 am – 5:00 pm

### **Wednesday, October 16**

- Show hours: 8:00 am – 5:00 pm
- Exhibitor move-out: 5:00 pm – 9:00 pm

### **Week of October 28**

- Post-show attendee mailing list sent

If you have any questions regarding these deadlines, please contact [vrmaexhibits@vrma.org](mailto:vrmaexhibits@vrma.org).