



Exhibitor's Planning Calendar

2018 ATD Show 2018

Westgate Las Vegas Resort & Casino – Las Vegas, NV – March 22-24, 2018

Deadlines and Due Dates

2017

- November 30 Exposition space final payment due
- December 29 Deadline for submission of product categories on ATD Website for inclusion in the on-site printed program & expo directory

2018

- January 12 Deadline for submission of Booth Floor Plan Reporting Form and Booth Floor Plan layout to ATD Show Management
- February 1 Provide names of exhibitor personnel to hotel(s) (for 10 rooms or more)
- February 9 Deadline for submission of Request for Use of Exhibitor Appointed Contractor Form
- February 21 Earliest date freight will be accepted at the Freeman warehouse in Las Vegas
- February 26 Freeman General Service Order Forms Due:

Furniture	Carpet	Special Signs
Labor	Cleaning	
- February 27 Deadline for entering Complimentary Exhibitor Badge Names on ATD Registration to receive via FedEx or UPS
- March 13 Last day freight will be accepted at the Freeman warehouse in Las Vegas to avoid additional after deadline charge
- March 21 Date for freight delivery direct to the Westgate Las Vegas Resort & Casino
- March 21-22 Move-In
- March 22 Exhibitor set-up must be complete by 3pm
- March 22 Welcome Reception in Expo Hall 5pm-7pm
- March 23-24 Exhibit open
- March 24 Exhibitor tear-down begins at 3pm
- March 25 Removal of displays to be complete by 12noon