

Important Dates for 2024 Exhibitors

You'll find important information on the items below as well as marketing opportunities, here: [Exhibitor Information & Resources](#)

DEADLINE	ACTION
August 30	Certificate of Insurance Due *required. View requirements
August 31	Company Listing due for mobile app and on-site Show Program.
September 9	Advance Shipments begin receiving at RES warehouse
September 20	Lead Retrieval discount deadline. Order online.
September 27	<p>Discount ordering deadline for booth services Rosemont Exposition Services (RES) is the show decorator. Access the Exhibitor Service Kit</p> <ul style="list-style-type: none"> ○ Carpet *carpet or floor covering is required ○ Furniture ○ Electric ○ Plumbing (Compressed Air / Water) ○ Booth Cleaning ○ Audio Visual ○ Floral ○ Food and Beverage catering ○ Labor ○ Hanging Signs
September 30	Hotel discount deadline. Book within the official ASSEMBLY Show hotel block for the lowest rates at hotels near the convention center – rooms go fast, book early!
September 30	Register Your Staff. Exhibitors receive (3) complimentary badges per 100nsf paid exhibit space. (ex: 10x10 booth = 3 comps; 10x20 = 6 comps). Need your code resent? Email registration.
October 10	Hanging Sign deadline for island and peninsula booths 20'x20' and larger.
October 16	Advance Warehouse receiving deadline (shipments must arrive by this date)
October 17-21	Direct to Show Site Shipments Accepted <i>*don't forget* we cover your on-site material handling/drayage costs if you ship direct-only.</i>

EXHIBITOR MOVE-IN/OUT SCHEDULE	
MOVE-IN	
Thursday, October 17	8:00 AM – 4:30 PM Booths 400nsf or larger-only
Friday, October 18	8:00 AM – 4:30 PM
Saturday, October 19	8:00 AM – 12:00 PM
Sunday, October 20	HALL CLOSED / NO LABOR AVAILABLE
Monday, October 21	8:00 AM – 4:30 PM
Tuesday, October 22	8:00 AM – 10:00 AM
<i>All exhibits must be fully installed by 10am – no exceptions</i>	
MOVE-OUT	
Thursday, October 24	2:00 PM – 8:00 PM
Friday, October 25	8:00 AM – 2:00 PM Carriers must check in by noon

EXHIBIT HALL HOURS & SPECIAL EVENTS
<p>Tuesday, October 22 4:00 PM – 7:00 PM <i>Taste of Rosemont & Opening Night Reception on show floor 4-7pm.</i></p> <p>Wednesday, October 23 10:00 AM – 5:00 PM <i>Pub Night Reception from 5-7pm.</i></p> <p>Thursday, October 24 9:00 AM – 2:00 PM <i>Morning Mingle on show floor from 9-10am</i></p> <p style="text-align: right;">View agenda</p>

WHO TO ASK | OFFICIAL SHOW CONTRACTORS & EVENT STAFF

Registration Stephanie Matal, Registration Manager, TAS@executiveevents.com or 844-644-7449
Booth Orders/Services Rosemont Exposition Services (RES), customerservice@rosemontexpo.com
Lead Retrieval American Tradeshow Services (ATS), orders@american-tradeshow.com or 985-240-5507
Exhibitor Insurance Rainprotection Insurance, sales@rainprotection.net
Hotel Reservations Executiveevents, BNPhousing@executiveevents.com or 844-644-7449
Exhibitor/Sponsor Support Carly Reimer, Event Specialist reimerc@bnpmedia.com or 248-490-5763
Event Operations & On-site Logistics Katie Abbott, Sr. Event Manager, abbottk@bnpmedia.com or 847-405-4053