



62nd Annual Meeting
& ToxExpo • Nashville, TN
March 19–23, 2023

Key Deadlines

February 14, 2023	<u>Hotel Reservations - Connections</u>
February 17, 2023	Premium Booth Rentals/Structures & Premium Flooring Orders (Shepard) Online & Discount Deadline
February 17, 2023	Graphics & Sign Orders (Shepard) Online & Discount Deadline
February 17, 2023	First Day Freight Can Arrive to Shepard Advanced Warehouse Without a Surcharge
February 17, 2023	Exhibitor Appointed Contractor (EAC) Notification Deadline (using a contractor other than Shepard to install or dismantle booth)
February 20, 2023	Exhibit Booth Construction Alteration Proposal Deadline
February 24, 2023	Lead Retrieval Orders (ExpoTools) Advance Rate Discount Deadline
February 24, 2023	Rigging Orders (Music City Center) Advance Rate Discount Deadline
February 27, 2023	Certificate of Insurance Deadline
February 28, 2023	Budget Booth Package, Standard Booth Furnishings, Labor, Booth & Carpet Cleaning Orders (Shepard) Online & Discount Deadline
March 3, 2023	Electrical; Natural Gas, Compressed Air, Water & Drain; and Technology Orders (Music City Center) Advance Rate Discount Deadline
March 6, 2023	Plant & Floral Orders (Urban Jungle) Advance Rate Discount Deadline
March 8, 2023	Last Day to Order Booth Catering (Music City Center) Without a Surcharge
March 10, 2023	Last Day Freight Can Arrive to Shepard Advanced Warehouse Without a Surcharge
March 14, 2023	Visitor Pass Request Deadline
March 16, 2023	Last Day Freight Can Arrive to Shepard Advanced Warehouse
March 18, 2023	First Day Direct to Show-Site Shipments Can Arrive at the Music City Center