



## Exhibitor Key Dates

Updated 01/16/2026

### OCTOBER 15, 2025

- **Application for Booth Space Opens**  
When applying for booth space a 25% deposit is due on date of submission
- **Exhibitor Delegate Registration Opens**  
Exhibitors will have access to register delegates within 24 hours of their application being approved.

### DECEMBER 5, 2025

- **Early Registration Discount Deadline**  
Last day to obtain the early rate discount on registrations. Standard registration rate goes into effect at 12:01 a.m. Eastern Time on December 6.

### JANUARY 15, 2026

- **Housing Opens**  
All registered delegates will be notified via email that housing is open through the official Housing Bureau.

### JANUARY 16, 2026

- **Island Booth/Express Booth in Region Deadline**
- **Final 75% payment due**

### February 17, 2026

- **Booth Assignments Notification and Exhibitor Services Information Available**  
Key Contacts will be notified of their booth assignments, and the exhibitor services information will be posted in the Exhibitor Resource Center or ERC.

### MARCH 2, 2026

- **Online Appointment Scheduling Available**  
Key Contacts will receive an email and instructions for using the online appointment scheduling.

### MARCH 6, 2026

- **75% Refund Deadline for Booths and Add Ons**
- **100% Refund for Booth Delegates**  
Deadline to receive a 100 percent refund of fees for cancelled individual exhibitor/shared booth partner/one-day delegate badges.

### MARCH 27, 2026

- **Deadline to order Turnkey Booth Upgrade**

### MARCH 31, 2026

- **Membership Dues Deadline**  
U.S. Travel Association 2026 membership dues must be paid to qualify for member booth and registration rates.

### APRIL 1, 2026

- **Turnkey Package Backdrop Graphics Deadline**

## APRIL 3, 2026

- **Standard Registration Discount Deadline**  
Last day to obtain the standard rate discount on registrations. Late registration rate goes into effect at 12:01 a.m. Eastern Time on April 4.
- **Appointment Requests Due**  
Appointment requests must be submitted through the My IPW portal to be included in the computer-generated scheduling process.
- **50 Percent Refund Deadline**  
Last day to receive a 50 percent refund of fees for cancelled booth space, booth ad-ons and registrations. Cancellation notices submitted after April 4 will receive no refund.

## APRIL 10, 2026

- **Housing Reservation Deadline (5:00 P.M. Eastern Time)**  
Last chance to request housing from the Maritz.
- **Island Booth Designs Due**  
Upload your island booth design in ERC
- **Complimentary Optional Furniture Package Deadline**  
Last day to order your "Complimentary Optional Furniture Package". Orders placed after this deadline will incur a fee.
- **Last Day to Purchase Triangle Hanging Banners**  
Hanging Banner inventory is limited and may sell out prior to the deadline.
- **Exhibitor Appointed Contractor Form and Non-Registered Staff Form Due**  
Last day to submit this form if you are using an exhibitor service contractor other than Freeman to install and dismantle your booth. Form will be available in ERC
- **Express Booth Graphics Deadline**  
Last day to upload your print-ready artwork files to Freeman's [Box](#) for the branded graphic and identification sign. Access the graphic instructions in the ERC.
- **Convention Center Services Advance Order Deadline**  
In order to receive advance order rates for services provided by the convention center, your order AND payment must be received by April 10. Services include internet, floral, electrical, and catering.

## April 17, 2026

- **Freeman Advance Order Deadline Date**

## APRIL 21, 2026

- **Appointment Lists Distributed**  
You will receive your list of pre-scheduled appointments and manual appointment scheduling will begin.

## MAY 15-18, 2026

- **Exhibitor Move-In and Onsite Registration**

