

#### JUNE 29, 2018, 11:59 P.M. EASTERN DAYLIGHT SAVING TIME

- **Renewal Incentive Exhibitor Registration Discount Deadline**

If you exhibited at IPW 2018, this is the last day to receive the renewal incentive Individual exhibitor delegate registration fee of \$1,200 for U.S. Travel Association Members and \$1,750 for Non-Members for either new exhibitor delegates or individuals previously submitted and not yet paid for. Early registration fees (\$1,230 for U.S. Travel Association Members and \$1,790 for Non-Members) go into effect at 12:01 a.m. Eastern Daylight Saving Time on June 30.

This is also the last day to receive the renewal incentive exhibitor booth fee. Please see the Registration and Booth Fees [chart](#) for various fees. Regular booth fees go into effect at 12:01 a.m. Eastern Daylight Saving Time on June 30.

#### OCTOBER 12, 2018, 11:59 P.M. EASTERN DAYLIGHT SAVING TIME

- **100 Percent Booth Refund Deadline**

Last day to receive a 100 percent refund of booth fees for cancelled booth space. Cancellations between October 13, 2018, and January 18, 2019, will receive a 50 percent refund.

#### NOVEMBER 26, 2018, 11:59 P.M. EASTERN STANDARD TIME

- **Early Individual Exhibitor Registration Discount Deadline**

Last day to save up to \$245 by paying the early individual exhibitor delegate registration fee of \$1,230 for U.S. Travel Association Members and \$1,790 for Non-Members for either new exhibitor delegates or individuals previously submitted and not yet paid for. Standard registration fees (\$1,475 for U.S. Travel Association Members and \$1,900 for Non-Members) go into effect at 12:01 a.m. Eastern Standard Time on November 27.

- **Early Shared Booth Delegate Registration Discount Deadline**

Last day to save \$220 by paying the early shared booth delegate registration fee of \$1,750 for either new shared booth delegates or individuals previously submitted and not yet paid for. Standard registration fee (\$1,970) goes into effect at 12:01 a.m. Eastern Standard Time on November 27.

#### JANUARY 18, 2019, 11:59 P.M. EASTERN STANDARD TIME

- **Full Individual Registration Refund Deadline**

Last day to receive a 100 percent refund for cancelled individual exhibitor and shared booth delegate registrations. Cancellations between January 19 and February 18, 2019, will receive a 50 percent refund.

- **50 Percent Booth Refund Deadline**

Last day to receive a 50 percent refund of booth fees for cancelled booth space. Note: Downsizing your booth is considered a partial cancellation; in this case, the 50 percent refund applies to the difference between the rate of your original booth size and the rate of the smaller booth size.

### FEBRUARY 18, 2019, 11:59 P.M. EASTERN STANDARD TIME

- **50 Percent Individual Registration Refund Deadline**  
Last day to receive a 50 percent refund for individual exhibitor and shared booth delegate registrations.
- **Media Marketplace Refund Deadline**  
Last day to receive a refund for cancelled Media Marketplace packages and/or One-Day Media Marketplace registrations.

### FEBRUARY 28, 2019

- **Membership Dues Deadline**  
U.S. Travel Association 2019 membership dues must be paid by this date to qualify for the member booth and registration rates.

### MARCH 18, 2019

- **Online Appointment Scheduling Available**  
Key Contacts will receive, via email, notification and instructions for using the online appointment scheduling to electronically search for and request appointments with international and domestic buyers.

### MARCH 25, 2019

- **Booth Assignments and Exhibitor Services Information**  
Key Contacts will be notified of their booth assignments and the information they need to coordinate their booth shipping and décor logistics.

### APRIL 22, 2019, 11:59 P.M. EASTERN DAYLIGHT SAVING TIME

- **Cut-off Date for Exhibitor/Booth Share Company Listing in the Official Program**  
Company names of exhibitors who purchase a booth or who register booth share partner companies through April 22 will be included in the exhibitor (and booth number) list in the Official Program; those purchased after April 22 will only appear in the Find Delegates search function and the PDF directory posted on ipw.com. *Note: This is not an individual delegate listing deadline - see May 13 deadline below.*

### APRIL 29, 2019, 11:59 P.M. EASTERN DAYLIGHT SAVING TIME

- **Exhibitor Group Scheduling Option Form Due**  
Last day to submit your request for this appointment scheduling option.
- **Appointment Requests Due**  
Appointment requests must be submitted directly to U.S. Travel by this date to be included in the computer-generated scheduling process.
- **Exhibitor Appointed Contractor 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.

### MAY 9, 2019

- **Housing Reservation Deadline**  
Last chance to request housing from the housing bureau.

### MAY 13, 2019

- **Appointment Lists Distributed**  
You will receive your list of pre-scheduled appointments and Manual Appointment Scheduling will begin.

**Reminder:** Media Marketplace appointments are scheduled through the manual appointment scheduling system. Confirmed participants will receive an email with instructions for scheduling Media Marketplace appointments.

### MAY 13, 2019 (CONTINUED)

- **Freeman Advance Order Deadline Date**

In order to receive advance order discount rates listed on Freeman's price sheet, your order AND payment must be received by May 13.

- **Complimentary Optional Furniture Package Deadline**

Last day to submit your "Complimentary Optional Furniture Package" form to include one (1) 4' white skirted table, two (2) gray limerick chairs and one wastebasket in your booth at no additional cost.

- **Cut-off Date for the Electronic Directory of Attendees**

Delegates registered after May 13 will only appear in the Find Delegates search function on ipw.com; they will not be listed in the PDF directory of attendees posted on ipw.com.

### MAY 17, 2019

- **Convention Center Services Advance Order Deadline Date**

In order to receive advance order discount rates for services provided by the Anaheim Convention Center, your order AND payment must be received by May 17. Services include: internet/network connectivity and telecommunications.