

KEY DATES & DEADLINES

U.S. SUPPLIERS/EXHIBITORS

Revised 3/9/2020

JULY 12, 2019, 11:59 P.M. EASTERN DAYLIGHT SAVING TIME

- **Renewal Incentive Exhibitor Registration Discount Deadline**

If you exhibited at IPW 2019, this is the last day to receive the renewal incentive 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. Early registration fees (\$1,280 for U.S. Travel Association Members and \$1,840 for Non-Members) go into effect at 12:01 a.m. Eastern Daylight Saving Time on July 13.

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 July 13.

OCTOBER 11, 2019, 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 12, 2019, and January 17, 2020, will receive a 50 percent refund.

NOVEMBER 22, 2019, 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 \$1,280 for U.S. Travel Association Members and \$1,840 for Non-Members for either new exhibitor delegates or individuals previously submitted and not yet paid for. Standard registration fees (\$1,525 for U.S. Travel Association Members and \$1,950 for Non-Members) go into effect at 12:01 a.m. Eastern Standard Time on November 23.

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

Last day to save \$200 by paying the early shared booth partner delegate registration fee of \$1,795 for either new shared booth partner delegates or individuals previously submitted and not yet paid for. Standard registration fee (\$1,995) goes into effect at 12:01 a.m. Eastern Standard Time on November 23.

JANUARY 17, 2020, 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 partner delegate registrations. Cancellations between January 18 and February 14, 2020, 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 14, 2020, 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 partner 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, 2020

- **Membership Dues Deadline**

U.S. Travel Association 2020 membership dues must be paid by this date to qualify for the member booth and registration rates.

MARCH 16, 2020

- **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 23, 2020

- **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 27, 2020, 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 7, 2020

- **Housing Reservation Deadline**

Last chance to request housing from the housing bureau.

MAY 11, 2020

- **Appointment Lists Distributed**

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

- **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 11.

- **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 11 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 15, 2020

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

In order to receive advance order discount rates for services provided by the Las Vegas Convention Center, your order AND payment must be received by May 15. Services include: internet/network connectivity and telecommunications.