

## KEY DATES & DEADLINES

### MARKETING AND TECHNOLOGY PROVIDERS / MARKETING AND TECHNOLOGY PAVILION (MTP)

*Revised 3/9/2020*

#### NOVEMBER 22, 2019, 11:59 P.M. STANDARD SAVING TIME

- **Early Individual Marketing and Technology Provider Registration Discount Deadline**

Last day to save up to \$245 by paying the early individual Marketing and Technology Provider delegate registration fee of \$1,280 for U.S. Travel Association Members and \$1,840 for Non-Members for either new 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. (Note: Registrations for delegates beyond the number allotted in the sponsorship letter of agreement must be approved by U.S. Travel.)

#### 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 delegate registrations. Cancellations received between January 18 and February 14, 2020, will receive a 50 percent refund.

#### FEBRUARY 14, 2020, 11:59 P.M. EASTERN STANDARD TIME

- **50% Individual Registration Refund Deadline**

Last day to receive a 50% refund for individual Marketing and Technology Provider delegate registrations purchased over and above your complimentary allotment. No refunds after this date.

#### FEBRUARY 21, 2020, 5:00 P.M. EASTERN STANDARD TIME

- **Deadline for Submitting Request to Opt Out of Buyer Appointments**

MTP exhibitors may opt out of scheduling appointments with international and domestic buyers. To do so, the Key Contact must notify U.S. Travel so that the opt-out package can be added to your registration record before online appointment scheduling opens.

- **Deadline for Submitting Request to Purchase Extra Appointments Option**

MPT exhibitors may purchase the extra appointment option for \$250 board members/\$300 members/\$350 non-members per booth space, resulting in a possible *total* 88 appointments per booth space. To do so, the Key Contact must notify U.S. Travel so that the extra appointments package can be added to your registration record before online appointment scheduling opens.

#### 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 rate.

#### MARCH 6, 2020

- **Full Payment Deadline**

Payment of the Fee in its entirety must be received by U.S. Travel per Exhibit A of your contract.

#### MARCH 16, 2020

- **Online Appointment Scheduling Available**

Key Contacts will receive, via email, notification for using the online appointment scheduling to electronically search for and request appointments with U.S. supplier/exhibitors and international and domestic buyers.

## IPW KEY DATES & DEADLINES FOR MARKETING AND TECHNOLOGY PROVIDERS AND THE MARKETING AND TECHNOLOGY PAVILION (MTP)

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### MARCH 23, 2020

- **Booth Assignments and Exhibitor Services Information**

Key Contacts will be notified of their booth assignments and the exhibitor services information.

### APRIL 3, 2020

- **Production-Ready Graphics Submitted**

You must submit your production-ready graphics for your MTP booth to Freeman by this date.

- **Backwall** (one panel) Trim Size: 110"W x 119.5"H for single booth; 227"W x 119.5"H for a double
- **ID Sign with Booth Number** Trim Size: 16.625"W x 33.5625"H, double sided. [View example](#).

### APRIL 10, 2020

- **IPW Daily Marketing and Technology Pavilion Showcase Deadline**

Last chance to submit logo, link and company description (where applicable) for inclusion in the multi-page showcase in the Weekend edition of *IPW Daily*, featuring the Marketing and Technology Pavilion's location and layout in the Brand USA Marketplace Hall, details on the importance of this area to IPW attendees, and individual listings for all Marketing and Technology Pavilion exhibitors.

### APRIL 27, 2020, 11:59 P.M. EASTERN DAYLIGHT SAVING TIME

- **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.

### 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.

Reminder: The furniture and carpet package outlined in your Letter of Agreement is automatically provided. You need only order through Freeman if you wish to upgrade your selections.

- **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 distributed electronically to attendees.

### 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.