



KEY DATES & DEADLINES

U.S. SUPPLIERS/EXHIBITORS

Revised 8/26/2021

NOVEMBER 16, 2020

- **Registration Opens**

Past exhibitors will receive an email with login codes to register.

Exhibitors who chose to credit their IPW 2020 payment forward to 2021 will be manually registered by the IPW team prior to the official launch and will receive the standard exhibitor proof sheet as confirmation.

MAY 18, 2021

- **Housing Opens**

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

JUNE 28, 2021

- **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.

JULY 22, 2021

- **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.

AUGUST 6, 2021, 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.

AUGUST 13, 2021, 11:59 P.M. EASTERN DAYLIGHT SAVING TIME

- **Full Refund Deadline**

Last day to receive a 100 percent refund of fees for cancelled booth space, Media Marketplace package, and individual exhibitor/shared booth partner/one-day delegate badges. Cancellation notices submitted July 31-August 20 will receive a 50 percent refund.

- **Individual Exhibitor Delegate - Early 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 Daylight Saving Time on July 31.



Official Card



AUGUST 13, 2021, 11:59 P.M. EASTERN DAYLIGHT SAVING TIME (*CONTINUED*)

- **Shared Booth Delegate – Early 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 Daylight Saving Time on July 31.
- **Membership Dues Deadline**
U.S. Travel Association 2021 membership dues must be paid by this date to qualify for the member booth and registration rates.

AUGUST 20, 2021

- **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 August 20.
- **Complimentary Optional Furniture Package Deadline**
Last day to submit your "Complimentary Optional Furniture Package" form to confirm the provided items for your booth at no additional cost.
- **Cut-off Date for the Electronic Directory of Attendees**
Delegates registered after August 20 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 the My IPW portal.
- **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 August 20. Services include internet/network connectivity and telecommunications.

AUGUST 27, 2021, 5:00 P.M. CENTRAL DAYLIGHT SAVING TIME

- **50 Percent Refund Deadline**
Last day to receive a 50 percent refund of fees for cancelled booth space, Media Marketplace package, and individual exhibitor/shared booth partner/one-day delegate badges. Cancellation notices submitted after August 27 will receive no refund.

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.
- **Appointment Lists Distributed**
You will receive your list of pre-scheduled appointments and Manual Appointment Scheduling will begin.
- **Housing Reservation Deadline**
Last chance to request housing from the housing bureau.

AUGUST 30, 2021

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

SEPTEMBER 18-19, 2021

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