



## KEY DATES & DEADLINES

MARKETING AND TECHNOLOGY PROVIDERS /  
MARKETING AND TECHNOLOGY PAVILION (MTP)  
*Revised 3/10/2022*

### SEE SIGNED CONTRACT FOR DUE DATE

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

### JANUARY 10, 2022

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

### MARCH 4, 2022

- **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 (*not available for Express MTPs*)**  
MTP exhibitors may purchase the extra appointment option for \$250 board level members/\$300 members/\$350 non-members per booth space, resulting in a possible *total* 84 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.

### MARCH 18, 2022, 11:59 P.M. EASTERN TIME

- **Full Individual Registration Refund Deadline**  
Last day to receive a 100 percent refund for cancelled individual MTP delegate registrations. Cancellations received between March 19-April 15, 2022, will receive a 50 percent refund.
- **Individual Marketing and Technology Provider - Early 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 Daylight Saving Time on March 19. (Note: Registrations for delegates beyond the number allotted in the sponsorship letter of agreement must be approved by U.S. Travel.)
- **Membership Dues Deadline**  
U.S. Travel Association 2022 membership dues must be paid by this date to qualify for the member booth and registration rate.

### MARCH 21, 2022

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

### MARCH 25, 2022

- **Booth Assignments and Exhibitor Services Information**  
Key Contacts will be notified of their booth assignments and the exhibitor services information.

## IPW 2022 KEY DATES & DEADLINES FOR MARKETING AND TECHNOLOGY PROVIDERS AND THE MARKETING AND TECHNOLOGY PAVILION (MTP)

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### APRIL 1, 2022, 11:59 P.M. EASTERN 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.

### APRIL 22, 2022, 11:59 P.M. EASTERN 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.

### APRIL 29, 2022, 11:59 P.M. EASTERN TIME

- **Graphics Production Deadline**

Upload your artwork files by this date to meet the Freeman production deadline for the branded aisle sign and/or upgraded booth backdrop (at your expense).

### MAY 6, 2022

- **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 6.

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.

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

In order to receive advance order discount rates for services provided by the Orange County Convention Center, your order AND payment must be received by May 6. Services include internet/network connectivity and telecommunications.

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

Delegates registered after May 6 will only appear in the My IPW Find Delegates search function; they will not be listed in the PDF directory of attendees posted in the portal.

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

Last chance to submit logo, link and short company description (where applicable) for inclusion in the *IPW Daily* Weekend edition's showcase featuring the Marketing and Technology Pavilion.

### MAY 13, 2022

- **Appointment Lists Distributed**

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

- **Housing Reservation Deadline (5:00 P.M. CENTRAL DAYLIGHT SAVING TIME)**

Last chance to request housing from the housing bureau.

### JUNE 5, 2022

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