

## KEY DATES & DEADLINES

U.S. SUPPLIERS/EXHIBITORS  
*Revised 1/23/2023*

### JULY 29, 2022

- **Incentive Deadline**

Last day for exhibitors to register and pay for IPW 2023 and receive a complimentary Key Contact registration.

### DECEMBER 12, 2022

- **Housing Opens**

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

### DECEMBER 16, 2022

- **Individual Exhibitor Delegate - Early Registration Discount Deadline**

Last day to save up to \$250 by paying the early individual exhibitor delegate registration fee of \$1,320 for U.S. Travel Association Members and \$1,895 for Non-Members for either new exhibitor delegates or individuals previously submitted and not yet paid for. Standard registration fees (\$1,570 for U.S. Travel Association Members and \$2,000 for Non-Members) go into effect at 12:01 a.m. Eastern Time on December 17.

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

Last day to save \$210 by paying the early shared booth partner delegate registration fee of \$1,845 for either new shared booth partner delegates or individuals previously submitted and not yet paid for. Standard registration fee (\$2,055) goes into effect at 12:01 a.m. Eastern Time on December 17.

### MARCH 3, 2023

- **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 March 4-March 31 will receive a 50 percent refund.

### MARCH 6, 2023

**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 10, 2023

- **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.

### MARCH 21, 2023 (2:00 P.M. EASTERN DAYLIGHT SAVING TIME)

- **Freeman Exhibitor Webinar**

Exhibitors are invited to participate in a complimentary webinar hosted by Freeman, the official show contractor for IPW. Topics will include best practices to manage your exhibit budget through design, graphic and furniture needs and an overview of any new rules and guidelines for IPW 2023.

Webinar registration link will be posted on ipw.com.

### MARCH 31, 2023

- **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 March 31 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.

- **Membership Dues Deadline**

U.S. Travel Association 2023 membership dues must be paid by this date to qualify for the member booth and registration rates.

### APRIL 7, 2023 (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.

- **Exhibitor Group Scheduling Option Form Due**

Last day to submit your request for this appointment scheduling option.

### APRIL 21, 2023

- **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.

- **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 April 21.

- **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.

- **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 April 21. Services include internet/network connectivity and telecommunications.

### APRIL 27, 2023 (5:00 P.M. CENTRAL DAYLIGHT SAVING TIME)

- **Housing Reservation Deadline**

Last chance to request housing from the housing bureau.

### APRIL 28, 2023

- **Appointment Lists Distributed**

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

### MAY 20-21, 2023

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