

KEY DATES & DEADLINES

MARKETING AND TECHNOLOGY PROVIDERS /
MARKETING AND TECHNOLOGY PAVILION (MTP)
Revised 11/9/2023

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.
- **Graphics Production Deadline for Branded Aisle Sign**
Upload your artwork files by this date to meet the Freeman production deadline for the branded aisle sign.

MID JANUARY 2024 (DATE TBD)

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

DECEMBER 8, 2023

- **Individual Marketing and Technology Provider - Early Registration Discount Deadline**
Last day to save \$200 by paying the early individual Marketing and Technology Provider delegate registration fee of \$1,400 for U.S. Travel Association Members and \$2,000 for Non-Members for either new delegates or individuals previously submitted and not yet paid for. Standard registration fees (\$1,600 for U.S. Travel Association Members and \$2,200 for Non-Members) go into effect at 12:01 a.m. Eastern Time on December 9. (Note: Registrations for delegates beyond the number allotted in the sponsorship letter of agreement must be approved by U.S. Travel.)

FEBRUARY 9, 2024

- **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 \$300 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**.
Note: This option is not available with Express MTP booths.

FEBRUARY 20, 2024

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

FEBRUARY 23, 2024

- **Full Refund Deadline**
Last day to receive a 100 percent refund for cancelled MTP booth or individual delegate registrations purchased over and above your complimentary allotment. Cancellations submitted between February 24-March 22, will receive a 50 percent refund.

IPW 2024 KEY DATES & DEADLINES FOR MARKETING AND TECHNOLOGY PROVIDERS AND THE MARKETING AND TECHNOLOGY PAVILION (MTP)

FEBRUARY 26, 2024

- **Booth Assignments and Exhibitor Services Information**

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

MARCH 22, 2024

- **50 Percent Refund Deadline**

Last day to receive a 50 percent refund for MTP booth or individual delegate registrations purchased over and above your complimentary allotment. No refunds after this date.

- **Appointment Requests Due**

Appointment Requests must be submitted through the My IPW portal by this date to be included in the computer-generated scheduling process.

MARCH 29, 2024

- **Deadline for Ordering Upgraded Furniture Package and Custom Graphic Backwall through Freeman at Discounted Rate**

MTP exhibitors wishing to upgrade their booth furniture and/or create customized graphic backwall may order at the discounted rate through the Freeman Online portal.

Reminder: The comp 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 (at your expense). Custom booths are not permitted.

- **Membership Dues Deadline**

U.S. Travel Association 2024 membership dues must be paid by this date to qualify for the member booth and registration rate.

APRIL 3, 2024

- **Marketing and Technology Pavilion Showcase Deadline**

Last chance to submit logo, link and short company description.

APRIL 5, 2024, (5:00 P.M. CENTRAL DAYLIGHT SAVING TIME)

- **Housing Reservation Deadline**

Last chance to request housing from the housing bureau.

- **Express MTP Booth Graphics Deadline Date**

Last day to upload your print-ready artwork files to Freeman's [Box](#) for the branded graphic and identification sign. Download the [graphic instructions](#) for details.

APRIL 8, 2024

- **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 8.

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

In order to receive advance order discount rates for services provided by the Los Angeles Convention Center, your order AND payment must be received by April 8. Services include internet/network connectivity and telecommunications.

APRIL 12, 2024

- **Appointment Lists Distributed**

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

MAY 3, 2024

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