

DECEMBER 8, 2023

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

Last day to save \$200 by paying the early individual exhibitor delegate registration fee of \$1,400 for U.S. Travel Association Members and \$2,000 for Non-Members for either new exhibitor 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.

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

Last day to save \$200 by paying the early shared booth partner delegate registration fee of \$1,900 for either new shared booth partner delegates or individuals previously submitted and not yet paid for. Standard registration fee (\$2,200) goes into effect at 12:01 a.m. Eastern Time on December 9.

LATE JANUARY 2024 (DATE TBD)

- **Housing Opens**

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

FEBRUARY 20, 2024

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.

FEBRUARY 23, 2024

- **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 February 24-March 22 will receive a 50 percent refund.

FEBRUARY 29, 2024 (NOTE: Date Change)

- **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 12, 2024

- **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 2024.

[Register](#) for the webinar.

MARCH 22, 2024

- **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.

- **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 22 will receive no refund.

IPW 2024 KEY DATES & DEADLINES FOR U.S. SUPPLIERS/EXHIBITORS

MARCH 29, 2024

- **Membership Dues Deadline**

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

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

- **Housing Reservation Deadline**

Last chance to request housing from the housing bureau.

- **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.

- **Express 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.

- **Triangle Hanging Booth Banner Graphics Deadline Date**

Last day to upload your print-ready artwork files to Freeman's [Box](#) for your triangle hanging booth banner. Download the [hanging booth banner instructions](#) for details.

- **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.

- **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 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 3-4, 2024

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