



KEY DATES & DEADLINES

MARKETING AND TECHNOLOGY PROVIDERS /
MARKETING AND TECHNOLOGY PAVILION (MTP)
Revised 1/24/2025

DECEMBER 18, 2024

- **Individual Marketing and Technology Provider - Early Registration Discount Deadline**

Last day to save \$250 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 (\$1,650 for U.S. Travel Association Members and \$2,250 for Non-Members) go into effect at 12:01 a.m. Eastern Time on December 19.

MARCH 3, 2025

- **Housing Opens**

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

MARCH 18, 2025

- **Booth Assignments and Exhibitor Services Information**

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

MARCH 31, 2025

- **Online Appointment Scheduling Available**

Key Contacts will receive, via email, notification for using online appointment scheduling to electronically search for and request appointments.

- **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 April 1-May 2, will receive a 50 percent refund.

- **Membership Dues Deadline**

U.S. Travel Association 2025 membership dues must be paid by this date to qualify for the member booth and registration rate.

MAY 2, 2025

- **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 for MTP booth or individual delegate registrations purchased over and above your complimentary allotment. No refunds after this date.

- **Last Day to Purchase Inclusive Booth Packages and Triangle Hanging Booth Banners**

Cut-off date for purchasing in time to submit artwork by Freeman's due date (May 9). Triangle Hanging Booth Banner inventory is limited and may sell out prior to the deadline.

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2025 Hosts



IPW 2025 KEY DATES & DEADLINES FOR MARKETING AND TECHNOLOGY PROVIDERS AND THE MARKETING AND TECHNOLOGY PAVILION (MTP)

MAY 9, 2025

- **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.
- **Inclusive Package Backdrop Graphics Deadline Date**
Last day to upload your print-ready artwork files to Freeman's [Box](#) for your 8' x 10' booth backdrop. Freeman graphic proof must be approved by May 16.
- **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 graphic proof must be approved by May 16.
- **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 9.
- **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. Orders placed after this deadline will incur a fee.
- **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 May 9. Services include internet/network connectivity and telecommunications.

MAY 16, 2025, (5:00 P.M. CENTRAL DAYLIGHT SAVING TIME)

- **Housing Reservation Deadline**
Last chance to request housing from the housing bureau.

MAY 21, 2025

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

JUNE 14-15, 2025

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