

**IAAPA EXPO 2024**  
**November 19-22, 2024**  
**Orange County Convention Center – Orlando, Florida**

**INCLUDE KEY DEADLINES INCLUDING MOVE-IN AND OUT DATES AND SHOW HOURS**

**Estimated Deadlines**

*The following information is an ESTIMATE, based on 2023 incentive/advance deadlines. Please refer to the actual dates in the IAAPA Expo 2024 Exhibitor Services Guide which will be available online June 2024.*

**SHOW SERVICE**

**DUE DATE**

<input type="checkbox"/> Final Exhibit Space Payment	<b>August 9</b>
<input type="checkbox"/> Best New Product – Exhibitor Awards Application	<b>August 23</b>
<input type="checkbox"/> Lead Retrieval	<b>September 11</b>
<input type="checkbox"/> Booth Design Form* Booths 400+ square feet, and all booths displaying inflatables must also submit a booth layout/design	<b>September 19</b>
<input type="checkbox"/> Exhibitor Listing for Show Guide*	<b>October 7</b>
<input type="checkbox"/> Audience Participation Safety Form*	<b>October 11</b>
<input type="checkbox"/> Advance Shipping to Warehouse	<b>October 15 – November 7</b>
<input type="checkbox"/> GES Discount Deadline <b>Includes:</b> Furniture Carpet Graphics & Signs Rental Exhibits Cleaning Services Display Labor	<b>October 17</b>
<input type="checkbox"/> Facility (OCCC) Discount Deadline <b>Includes:</b> Internet/Networking Electrical Compressed Air, Water & Drain Services Rigging/Hanging Sign Order	<b>October 23</b>
<input type="checkbox"/> Best Exhibit – Exhibitor Awards Application	<b>November 8</b>
<input type="checkbox"/> Direct Shipping to Convention Center Begins	<b>November 14</b>
<input type="checkbox"/> Booth Setup Complete	<b>Monday, Nov. 18, 5:00 p.m.</b>

*\*Required item for all exhibitors*