



**Exhibition: June 19 – 20**  
**Oklahoma City Convention Center**

## Key Exhibitor Dates

April 23, 2024	Deadline - Notice of Intent to Use EAC*
<b>May 7, 2024</b>	<b>Deadline - Exhibitor Certificate of Insurance (COI) submit to <a href="mailto:expoinfo@wef.org">expoinfo@wef.org</a></b> ALL Exhibitors must submit proof of required insurance coverage. \$75 purchasable option available for companies who do not have their own policy.
May 20, 2024	First day freight shipments accepted at <i>Freeman</i> Advance Warehouse
May 20, 2024	Deadline - Exhibitor Directory submission for inclusion in printed program
May 21, 2024	Deadline - EAC* Agreement and EAC* Certificate of Insurance (COI)
May 21, 2024	Deadline - Discount price for all <i>Freeman</i> orders
May 21, 2024	Deadline - Discount price for Electricity, Water, A/V, and WiFi/Internet
May 21, 2024	Deadline - Cancellation of booth personnel registrations
May 24, 2024	Housing Cut-Off Date
June 11, 2024	Deadline - Last day freight shipments accepted at <i>Freeman</i> Advance Warehouse
June 14, 2024	Recommend order SWAP Lead Services by now
June 18, 2024	First day <i>Freeman</i> will accept direct-to-Show site shipments at <i>Oklahoma City Convention Center</i>
June 18, 2024	Exhibitor move-in from 8:00am – 5:00pm
June 20, 2024	Exhibitor move-out from <b>3:45pm</b> – 7:00pm

**\*EAC = Exhibitor Appointed Contractor:** An individual or company hired to set-up and dismantle your booth who is not an employee of your company or Freeman.