

Exhibition: June 28 – 29 **Kansas City Convention Center**

Key Exhibitor Dates

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| May 2, 2023 | Deadline - Notice of Intent to Use EAC* |
| May 16, 2023 | Deadline - Exhibitor Certificate of Insurance (COI) submit to expoinfo@wef.org ALL Exhibitors must submit proof of required insurance coverage. \$75 purchasable option available for companies who do not have their own policy. |
| May 23, 2023 | Deadline - Exhibitor Directory submission for inclusion in printed program |
| May 26, 2023 | First day freight shipments accepted at <i>Freeman</i> Advance Warehouse |
| May 30, 2023 | Deadline - Discount price for all <i>Freeman</i> orders |
| May 30, 2023 | Deadline - Discount price for Electricity, Water, A/V, and WiFi/Internet |
| May 30, 2023 | Deadline - EAC* Agreement and EAC* Certificate of Insurance (COI) |
| June 5, 2023 | Housing Cut-Off Date |
| June 9, 2023 | Deadline - Cancellation of booth personnel registrations |
| June 16, 2023 | Deadline - Last day freight shipments accepted at <i>Freeman</i> Advance Warehouse |
| June 23, 2023 | Recommend order SWAP Lead Services by now |
| June 27, 2023 | First day <i>Freeman</i> will accept direct-to-Show site shipments at <i>Kansas City Convention Center</i> |
| June 27, 2023 | Exhibitor move-in from 8:00am – 4:30pm |
| June 29, 2023 | Exhibitor move-out from 3:30pm – 6:00pm |

***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*. These deadlines are only for exhibitors who are hiring a contractor for set-up and dismantle.