

T3 Important Dates & Deadlines Checklist

Sunday, March 30, 2025	Certificate of Insurance Submission to ASLMS Deadline
Monday, March 10, 2025	Receiving at Advance Warehouse Begins
Monday, March 17, 2025	Presta™ Rental Exhibit Package Order Deadline
Monday, March 24, 2025	Presta™ Rental Exhibit Package Artwork Submission Deadline
Monday, March 24, 2025	Exhibitor Appointed Contractor Form Deadline
Tuesday, March 25, 2025	OCCC Exhibitor Menu Advance Discount Deadline See menu for more information on the Incentive Pricing Program
Tuesday, April 1, 2025.....	Presta™ Rental Exhibit Package Artwork Approval Deadline
Tuesday, April 1, 2025.....	T3 Service Orders Advance Discount Deadline
Tuesday, April 1, 2025.....	Custom Furniture Advance Discount Deadline
Tuesday, April 1, 2025.....	OCCC Services Advance Discount Deadline Electricity, Aerial Rigging Labor and Lighting, Water, Plumbing, Compressed Air, Natural and LP Gas, and Cable TV Services
Tuesday, April 1, 2025.....	Internet Services Advance Discount Deadline
Tuesday, April 1, 2025.....	Telephone Services Advance Discount Deadline
Wednesday, April 9, 2025	Floral Services Advance Discount Deadline
Monday, April 14, 2025	Last Day for Advance Shipments to Arrive without Surcharges
Wednesday, April 23, 2025	Direct Shipments to Show Site May Begin Arriving After 8:00 AM
Wednesday, April 23, 2025	Move-in for All Exhibitors from 8:00 AM – 6:00 PM
Thursday, April 24, 2025	Move-in for All Exhibitors from 8:00 AM – 5:00 PM / All booths must be set by 5:00 PM Device safety inspection conducted by ASLMS 3:00 PM – 7:00 PM
Saturday, April 26, 2025.....	Dismantle / Move-out from 6:00 PM – 10:00 PM
Sunday, April 27, 2025.....	Dismantle / Move-out from 8:00 AM – 1:00 PM
Sunday, April 27, 2025.....	All Carriers Must Check In by 8:00 AM