

AXPONA 2020 Exhibitor Timeline & Checklist

Pre Show

Complete Immediately

Company Logo - If you purchased a logo with your Exhibitor Profile, send your logo to Jordan Brereton, jordan@jdevents.com.

Submit New Product Introductions. To submit your New Product Introduction, [click here](#).

Submit Special Events, Demos, etc. through the Exhibitor Profile Manager - [click here](#)

Register for Exhibitor Badges. Submit your badges - *Coming Soon!*

Advertising & Sponsorship Opportunities To purchase an event guide ad or other sponsorship opportunities contact Mark Freed, Mark@jdevents.com.

Event Guide Ad Materials - Begin developing your ad materials if you purchased an ad. [Spec Sheet](#)

AXPONA Logos & Web Banners - visit the [Press, Promotion & Marketing](#) page for downloads.

Complimentary Marketing and Promotion Opportunities - take a look through these complimentary opportunities and plan your pre-show promotion. Get in front of the press! Guest Passes! And More...- [click here](#).

February 20, 2020

Exhibitor Profile / Partners / Brands - Deadline for this information to be printed. To manage information, login to the [Exhibitor Profile Manager](#). The primary contact will have received login information ONLY. Review the listings we have for your room on the AXPONA Exhibitor List and email Jordan with questions- jordan@jdevents.com.

March 10, 2020

Event Guide Ad Materials - If you purchased an ad for the AXPONA Event Guide, materials are due today! [Spec Sheet](#)

March 13, 2020

Furniture Request - Tables & Chairs. For more information [click here](#).

Freight Plan - How are you getting your product to the Renaissance? (AFC, Hand Carry, Dock Access) Let Jordan Brereton know by today! jordan@jdevents.com or 203-416-1928.

Sleeping Room Location - submit your request to Jordan Brereton to have your sleeping room next to or near your exhibit room by today. jordan@jdevents.com or 203-416-1928.

Certificate of Insurance Due - for more information, [click here](#).

March 24, 2020

Exhibitor Door Signs - Exhibitor Door Sign Information downloaded from website. We will download the primary exhibitor, partners and brands for your room and list them on your door sign. The primary exhibitor/room owner will be listed first. All partners and brands will be listed in alphabetical order.

New Product Introductions Deadline - Submit your form by today. New Product Introductions- [click here](#).

March 27, 2020

Press List Available - Contact [Natalie](#) to request the list.

March 30, 2020

Shipping - AFC Advanced Warehouse starts accepting shipments. [AFC Information](#)

Shipping - AFC Transportation begins. [AFC Information](#)

April 6, 2020

Shipping - If you are using AFC for transportation this is the last day you can ship at the listed [Tariff Schedule](#).

April 10, 2020

Shipping - AFC Advanced Warehouse - Last day shipments are accepted without a surcharge. [AFC Information](#)

At Show

Wednesday, April 15, 2020

Exhibitor Badge Deadline - Register for your exhibit badge by today, click here - *Coming Soon!*

Freight - AFC delivers all Advanced Warehouse Freight and all freight from AFC Transportation Wednesday night.

Thursday, April 16, 2020

8:00 AM - Move-In Begins.

8:00 AM - Exhibitor Badge Pick-up. Pick up your badge at AXPONA Registration from 8:00 AM to 4:00 PM.

8:00 AM - AFC Warehouse Freight/AFC Transportation Freight should be in your exhibit space.

8:00 AM - Loading Dock Access. You can start offloading your freight and using the dock door/ramp but only exhibitors with scheduled time slots can use the dock.

8:00 AM - Exhibit Room Key Pick-Up. Standard room exhibitors pick-up keys at Renaissance registration. Meeting room exhibitors pick-up keys at AXPONA Exhibitor Services desk located right near AXPONA Registration.

8:00 AM - AFC Shipping Desk Open. Location Schaumburg Lobby. Shipping Desk Hours from 8:00 AM to 5:00 PM.

3:00 PM - Empty Crate Storage - Notify AFC if you need empty crate storage

4:00 PM - Exhibitor Badge Pick-up ends for the day.

4:00 PM - Final sweep for Empty Cartons / Crates / Boxes - If you need storage for empties please make arrangements with AFC or place them in the hall outside your exhibit space for AFC to pick up and store. AFC will do a final sweep at 5:00 PM. There will not be empty pick up services past 5:00 on Thursday. None on Friday, Saturday or Sunday.

5:00 PM - AFC Shipping Desk Closes.

6:00 PM - 7:30 PM - Industry Welcome Mixer

Friday, April 17, 2020

9:00 AM - 6:00 PM - Exhibitor Badge Pick-up. Moved to the AXPONA Registration.

10:00 AM - 6:00 PM - Exhibit Hours

Saturday, April 18, 2020

9:00 AM - 6:00 PM - Exhibitor Badge Pick-up. AXPONA Registration.

10:00 AM - 6:00 PM - Exhibit Hours

Sunday, April 19, 2020

10:00 AM - 4:00 PM - Exhibitor Badge Pick-up. AXPONA Registration

10:00 AM - 4:00 PM - Exhibit Hours

12:00 PM - AFC Shipping Desk Open. Located in Schaumburg Lobby. Start making arrangements for outbound shipping. Shipping Desk hours are from 12:00 PM - 9:00 PM.

2:00 PM - Coordinate with AFC for outbound shipping!

4:00 PM - AFC - return of empties begins.

4:00 PM - 10:00 PM - Move-out.

6:00 PM - AFC Starts freight sweeps.

7:00 PM - All booths in the Exhibit Hall must be empty at this time.

8:00 PM - AFC - Outbound paperwork must be completed and turned in to the AFC Info desk by 8:00 PM.

10:00 PM - AFC - Last sweep for outbound freight. All outbound paperwork needs to be completed at this time.

11:59 PM - All standard & meeting rooms must be empty by 11:59 PM on Sunday, April 19th. Remaining freight will be removed by the Renaissance and AXPONA.

Post Show

April 24, 2020

AFC Warehouse - Freight available for pick up. [AFC Information](#)

April 29, 2020

Illinois Department of Revenue - Special Event Tax Collection Report & Payment Coupon Due. For more Info, [Click Here](#)

May 1, 2020

AFC Warehouse - Last day for freight to be picked up at the warehouse without additional fees.

May 4, 2020

AFC Transportation - If you use AFC for outbound transportation and the destination is domestic, your freight should have been delivered by today. [AFC Information](#)