

## AXPONA 2022 Exhibitor Timeline & Checklist - EXPO HALL Booths

### Pre Show

#### Complete Immediately

**Company Logo** - If you purchased a logo with your Exhibitor Profile, send your logo to Jenabeth Ferguson, [Jenabeth@jdevents.com](mailto:Jenabeth@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 - [click here](#).

**Advertising & Sponsorship Opportunities** To purchase an event guide ad or other sponsorship opportunities contact Mark Freed, [Mark@jdevents.com](mailto: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 16, 2022

**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 Jenabeth Ferguson, [Jenabeth@jdevents.com](mailto:Jenabeth@jdevents.com).

### March 11, 2022

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

### March 18, 2022

**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 Lou Mancini know by today! [Lou@jdevents.com](mailto:Lou@jdevents.com) or 203-371-6322.

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

### March 25, 2022

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

### April 4, 2022

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

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

### April 1, 2022

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

### April 8, 2022

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

**April 15, 2022**

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

**At Show**

**Wednesday, April 20, 2022**

**Exhibitor Badge Deadline** - Register for your exhibit badge by today, click here - [click here](#).

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

**Thursday, April 21, 2022**

**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 22, 2022**

**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 23, 2022**

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

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

**Sunday, April 24, 2022**

**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 24th.** Remaining freight will be removed by the Renaissance and AXPONA.

#### Post Show

**April 29, 2022**

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

**May 4, 2022**

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

**May 6, 2022**

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

**May 9, 2022**

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