



2019 VRMA

# INTERNATIONAL CONFERENCE

October 13-16, 2019 | New Orleans, Louisiana

## Exhibitor Critical Dates

### **Friday, August 30**

- Deadline for company descriptions to be included in the mobile app

### **Thursday, September 12**

- Exhibitor Badge Registration Early Bird Deadline

### **Friday, September 13 – Important!**

- First Day for shipments to be received at the advanced receiving warehouse
- Alliance advanced discount deadline for most show services listed below:  
Furniture / Labor / Carpet / Material handling/ Signage / Floral / Exhibits Rental
- Exhibitor Appointed Contractor (EAC) Notification due to Alliance.

### **Friday, September 20**

- Hotel reservation cutoff for the Hyatt Regency New Orleans and Hyatt House New Orleans/Downtown to receive the official reduced conference rate

### **Saturday, September 21**

- Discounted pricing for electrical through Freeman

### **Friday, September 27**

- Lead Retrieval Discount Deadline

- Exhibitor Meeting Room Request form due to Jenn Welby via e-mail at [vrmaexhibits@vrma.org](mailto:vrmaexhibits@vrma.org)

### **Week of October 1**

- Pre-show attendee mailing list sent

### **Tuesday, October 8**

- Last Day for shipments to be accepted at the advance warehouse

### **Saturday, October 12**

- Early exhibitor move-in from 2:00 p.m. – 5:00 p.m. (by appointment only)

### **Sunday, October 13**

- Direct to show site shipments accepted
- Exhibitor move-in from 8:00 a.m. – 4:30 p.m.

### **Tuesday, October 15**

- Exhibitor move-out from 3:15 p.m. – 9:00 p.m.

### **Week of October 21**

- Post-show attendee mailing list sent

**If you have any questions regarding these deadlines, please contact:**

VRMA exhibits at [vrmaexhibits@vrma.org](mailto:vrmaexhibits@vrma.org)