

# GRAPHICS | PRO | EXPO

IRVING, TX · MARCH 7-9, 2024 · CLASSES START MARCH 6

**DISCOUNT  
DEADLINES**

## What's Due - AGS Expo Services

Deadline	Action	Due Date
Exhibitor Appointed Contractor (EAC) Submit the Notification of Intent and Certificate of Insurance	<a href="#">More Information</a>	2/5/2024
Carpet, Chairs, Tables & Accessories	<a href="#">Order Form</a>	2/19/2024
Forklift & Display Labor	<a href="#">Order Form</a>	2/19/2024

## What's Due - Convention Center

Deadline	Action	Due Date
Power, Electric & Utility	<a href="#">Order Form - Link</a>	2/26/2024
Internet & WiFi	<a href="#">Order Form - Link</a>	2/26/2024
Sign Hanging / Rigging	<a href="#">Order Form</a>	2/22/2024

## What's Due - Expo Pass

Deadline	Action	Due Date
Lead Retrieval Information to sign up/ log-in and order is sent by Expo Pass 21 days prior to event. <i>*NOTE: This is NOT to register for booth staff/ Exhibitor Badges</i>	<a href="#">More Information</a>	3/7/2024

## What's Due - TForce Freight and/or Other Carriers

Deadline	Action	Due Date
Shipments to Advance Warehouse Advanced deliveries accepted between: <ul style="list-style-type: none"><li>2/1/2024 - 2/28/2024, 8 a.m. - 4 p.m., Monday through Friday</li></ul> Any shipments received after the advanced receiving deadline or during the event will be assessed a late fee and redirected to the exhibit site. <b>*Ship to the advanced warehouse via ABF Freight and receive the lower Direct freight rate!</b>	<a href="#">Shipping Label</a>	2/28/2024
Shipments Direct to Show Site Deliveries accepted: <ul style="list-style-type: none"><li>Tuesday, March 5, 2024- from 1-5 p.m.</li><li>Wednesday, March 6, 2024 - from 8 a.m. - 5 p.m.</li></ul> All booths must be set by 5 p.m. on Wednesday, March 6, 2024	<a href="#">Shipping Label</a>	3/6/2024