

Deadline	Event	Reminder Time
2-Jan	Order Catering Online 2 Jan - Set Early Reminder for 28 Dec →	10am
10-Jan	Registration & Housing Opens Today - 10 Jan	10am
16-Jan	Parking Passes Available-Contact NRG Park - 16 Jan	10am
9-Feb	Multi-Level Booth Notices Due to Fire Marshal - 9 Feb - Set Early Reminder for 5 Feb	10am
21-Feb	Order Lead Management Svcs-Experient 21 Feb	10am
22-Feb	Catering Due for Early Order Discount by 5pm 22 Feb - Set Early Reminder for 15 Feb →	10am
23-Feb	Ad&Spons Contracts Due 2 Mar - Set Early Reminder for 23 Feb →	10am
26-Feb	Complete Online Profile by 26 Feb - Set Early Reminder for 19 Feb	10am
Early March	OTC19 Agreements Live - Early March - Set Early Reminder 27 Feb	10am
1-Mar	Ad& Spons Materials Due 7 Mar - Set Early Reminder for 1 Mar →	10am
5-Mar	Wk Auth Form due 5 March - Set Early Reminder for 1 Mar	10am
9-Mar	Last day to submit rooming lists for block exhibitors	10am
21-Mar	Special Event/In Booth Notice Due 21 Mar	10am
28-Mar	Submit Tent Rental Order - Set Reminder for 28 Mar	10am
30-Mar	Last day to cancel room reservations without penalty	10am
31-Mar	Notify Mgmt if bringing vehicle onsite by 31 March	10am
3-Apr	Last Day to Register for Badges to be Mailed, 3 April - Set Early Reminder for 26 Mar	10am
6-Apr	Last day new housing reservations to be accepted by Experient (based on availability)	10am
6-Apr	Last day to submit housing changes to Experient (based on availability)	10am
9-Apr	Adv Ocean Frght to Houston CFS (HOU) by 9 April - Set Early Reminder for 9 Mar	10am
12-Apr	Catering Deadline - 10% Late Fee after 12 April - Set Early Reminder for 6 April →	10am
16-Apr	Adv Air Frght to Houston Airport (IAH) by 16 April - Set Early Reminder for 16 Mar	10am
16-Apr	Deadline for Ocean Frght to Show Site is 16 April - Set Early Reminder for 16 Mar	10am
16-Apr	Rent Computers fr SmartSource by 16 April - Set Early Reminder for 9 April →	10am
20-Apr	Catering Changes w/o Penalty by 20 April - Set Early Reminder for 16 April →	10am
23-Apr	Air Freight Arrival at Show Site by 23 April - Set Early Reminder for 23 Mar	10am
23-Apr	Catering Limited Event Day Menu Begins 23 April - Set Early Reminder for 20 April	10am