**Exhibitor Deadline Checklist**

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| **Experience Power 2022** | | |
| Key Hours: **Monday, October 3**  7 AM – 6:30 PM| Registration Open  3 – 3:30 PM | Networking Break  5:30 – 6:30 PM | Welcome Reception  **Tuesday, October 4**  7 AM – 6 PM | Registration Open  8 – 9:30 AM | Opening Keynote & Breakfast  11 AM – 6:30 PM | Exhibit Hall Open  11 AM – 1 PM | Networking Lunch  2:30 – 3:30 PM| Networking Break  5:00 – 6:30 PM | Reception  **Wednesday, October 5**  7 AM – 6 PM | Registration Open  7 – 8 AM | Networking Breakfast  10 AM – 6:30 PM | Exhibit Hall Open  10 – 10:30 AM | Networking Break  12 – 1 PM | Networking Lunch  3 – 4 PM | Networking Break  5 – 6:30 | Closing Reception | | |
| **DELIVERABLE** | **CONTACT** | **DUE DATE** |
| EPS file of Company Logo and Short Description for Event APP/ Website | Email to Mariah Brackens MBrackens@AccessIntel.com | **ASAP** |
| Reserve Your Hotel Room at our discounted group rate of $254++ / night | Gaylord Rockies  [Hotel & Travel - Experience POWER 2022 (experience-power.com)](https://www.experience-power.com/hotel-travel/) | **ASAP**  Deadline: 9/29 |
| Register Your Complimentary Staff Passes | See Registration Email sent by Mariah Brackens | **ASAP** or by  August 31 |
| Coordinate your booth needs | Reference Exhibitor Service Kit Email sent by Jessica Gignac  Freeman Customer Service: 888.508.5054 | Advanced Order Deadline: 9/5 |
| Coordinate Freight Shipping & Handling to Freeman Warehouse | Reference Exhibitor Service Kit for Shipping Labels  Freeman Customer Service:  888.508.5054 | 1st Day Freight Accepted: 9/6  Last Day Freight Accepted: 9/26 |
| Additional AV Ordering | Exhibitor Service Kit | September 15 |
| Additional Electrical Ordering Deadline | Exhibitor Service Kit | September 15 |
| Additional Food & Beverage (Gaylord) Order | Exhibitor Service Kit | September 26 |

**Order by September 5, 2022 on** [**FreemanOnline**](https://www.freemanco.com/store/?utm_source=Forms&utm_medium=PDF) **to take full advantage of discounted rates**