



APCO 2023

August 6-9 | Nashville, TN

EXHIBITORS

Important Dates & Deadlines

October 7, 2022	50% Booth Deposit Due
March 27, 2023	Exhibitor Housing Opens
April 2, 2023	Booth Balance Due
April 24, 2023	Exhibitor Online Service Manual Available
April 28, 2023	Ad Space (Program Guide) Reservation Deadline
May 1, 2023	Exhibitor Registration Opens
May 12, 2023	Artwork Due for Program Guide
May 19, 2023	Company URL/Product Categories Deadline
May 26, 2023	Sponsor Artwork Due
May 28, 2023	Lead Retrieval Early-Bird Discount Ends
June 16, 2023	Exhibitor Housing Rooming List Due
	New Products Zone Application Deadline
June 19, 2023	Island Booth Rendering Submission Deadline
June 23, 2023	Deadline to Purchase Sponsorship & Advertising
June 28, 2023	EAC and Exhibitor COI due
	First Day Shipments May Arrive to the Advance Warehouse
July 5, 2023	Request for Mobile Spotting Deadline
	Request for Hanging Sign Approval Deadline
July 9, 2023	Lead Retrieval Regular Pricing Ends



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July 12, 2023	Discount Deadline – Decorator Services
	Discount Deadline – Facility Services
July 16, 2023	Deadline to Submit New Products Zone Application
July 17, 2023	Exhibitor Expo Pass/Invites Available to Exhibitors
July 20, 2023	Exhibitor Badge Deadline for Express Check-In Email
July 27, 2023	Advance Warehouse Shipment Deadline without surcharge
August 3, 2023	Island and Mobile Units Move-In: 1:00 p.m. – 5:00 p.m.
August 4, 2023	Exhibitor Move-In: 8:00 a.m. – 5:00 p.m.
August 5, 2023	Exhibitor Move-In: 8:00 a.m. – 5:00 p.m.
August 6, 2023	Exhibitor Move-In: 8:00 a.m. – 5:00 p.m.
August 7, 2023	Exhibit Hall Walk-Thru: 8:00 a.m.
	Expo Hall Open: 10:00 a.m. – 5:00 p.m.
	Exclusive Hours: 10:00 a.m. – 2:00 p.m.
August 8, 2023	Expo Hall Open: 10:00 a.m. – 4:00 p.m.
	Exclusive Hours: 10:00 a.m. – 1:30 p.m.
	Move-Out: 4:00 p.m. – 8:00 p.m.
August 9, 2023	Move-Out: 8:00 a.m. – 12:00 p.m.