

MAINTENANCE CONFERENCE

MAY 3-5, 2022 | SAN ANTONIO, TX



IMPORTANT DATES & DEADLINES

Deadline Date	Item	Task	Return to
April 1, 2022	Sponsorship Art Due	Deliver artwork files to sponsorships@nbaa.org	sponsorships@nbaa.org
April 4, 2022	Early-bird Pricing Deadline for Lead Retrieval	Order lead retrieval from CompuSystems by this date to secure early-bird pricing.	CompuSystems Online Orders
April 4, 2022	Freeman Advance Warehouse	Start date for advance shipments to Freeman warehouse	Advance Warehouse Shipping Labels
April 11, 2022	Freeman Discount Price Deadline for Online Orders	Deadline for discounted rates for Freeman services ordered online. Note: Freeman rates increase by 20% after this date.	Freeman Online
April 15, 2022	Stand Drawings Due	Submit complete stand drawings for 20 x 20 booths & booths with wooden structures for prior approval to exhibits@nbaa.org	exhibits@nbaa.org
April 15, 2022	EAC Application/Contract & COI Due	All EACs must submit a copy of their COI to NBAA in advance for approval	exhibits@nbaa.org
April 16, 2022	Advance Pricing Deadline for Internet/Wifi from Smart City	Deadline to order Internet/Wifi/Data from Smart City at the discounted rate	Smart City Online Orders
April 19, 2022	Registration Cancellation Deadline	Last day to cancel paid attendee badge registrations	Registration portal
April 27, 2022	Freeman Advance Warehouse Shipping Deadline	Deadline to ship exhibit materials to the Freeman advance warehouse	Advance Warehouse Shipping Labels



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May 2, 2022	Freeman Show Site Shipment	Freeman begins accepting shipments at show site	Show Site Shipping Labels
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EXHIBITOR MOVE-IN, REGISTRATION, EXHIBIT HALL & MOVE-OUT SCHEDULES

Date	Exhibitor Move-In	Exhibitor Registration	Exhibit Hall Hours	Exhibitor Move-Out
Sun., May 1	FREEMAN ONLY			
Mon., May 2	Exhibitors & EACs: 12 pm - 5 pm	Exhibitors only 12 pm - 5 pm		
Tue., May 3	Exhibitors & EACs: 7 am - 11:00 am <i>All exhibits must be set by 11:00 am ahead of the exhibit show floor opening at 12:00 pm</i>	8 am - 5 pm	12:00 pm - 5:00 pm	
Wed., May 4		8:30 am - 5 pm	8:30 am - 5 pm	
Thur., May 5		8:30 am - 4:30 pm	8:30 am - 1:30 pm	1:30 pm - 5 pm <i>All exhibits must be removed by 5 pm on Thur., May 5</i>
<p>*Freeman will begin returning empty containers as soon as aisle carpet has been removed. This may take 4 hours. Please plan accordingly. Note: Inclement weather may delay this process.</p>				