



# SCHEDULERS & DISPATCHERS CONFERENCE

JAN. 24-26, 2023 | NASHVILLE, TN



## SDC2023 IMPORTANT DATES & DEADLINES

Deadline Date	Item	Task	Return to
<b>September 2022</b>			
<b>Sept. 30, 2022</b>	<b>Exhibit Application &amp; Payment Priority Deadline</b>	Submit applications and payments by this date to qualify for priority placements	<a href="#">Exhibit Application</a>
<b>November 2022</b>			
Nov. 9 - 15, 2022	<b>Priority Placements</b>	Exhibit space placement appointments for exhibitors qualifying for priority placement	<a href="#">View Floor Plan here.</a>
<b>December 2022</b>			
Dec. 12, 2022	<b>Early-bird Pricing Deadline for Lead Retrieval</b>	Order lead retrieval from CompuSystems by this date to secure early-bird pricing.	<a href="#">Lead Retrieval Orders</a> Order Online: <a href="http://compusystems.com/order">compusystems.com/order</a> Phone: +1.708.786.5565 Email: <a href="mailto:exhibitor-support@csireg.com">exhibitor-support@csireg.com</a>
Dec. 16, 2022	<b>Sponsorship Art Due</b>	Deliver artwork files no later than Dec. 16 to <a href="mailto:sponsorships@nbaa.org">sponsorships@nbaa.org</a>	<a href="mailto:sponsorships@nbaa.org">sponsorships@nbaa.org</a>
Dec. 16, 2022	<b>Music City Center Catering Advance Price Deadline</b>	Deadline to order food and beverage from the Music City Center at the advance rate.  Note: 25% additional charge will be added to all orders received within 10 days of the event date. 23% Catering Service Fee, 9.25% Sales Tax and .50% Zone Fee will be added to all orders. Prices are subject to change without notice.)	<a href="#">Music City Center Catering Menu</a>  <a href="#">Music City Center Catering Order Form</a>

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Dec. 27, 2022	<b>Advance Price Deadline for Lead Retrieval</b>	Order lead retrieval from CompuSystems by this date to secure advance pricing.	Order Online: <a href="https://compusystems.com/order">compusystems.com/order</a> Phone: +1.708.786.5565 Email: <a href="mailto:exhibitor-support@csireg.com">exhibitor-support@csireg.com</a>
Dec. 27, 2022	<b>Freeman Advance Warehouse</b>	Start date for advance shipments to Freeman warehouse	<a href="#">Use Advance Warehouse Shipping Labels.</a>
Dec. 27, 2022	<b>Floral Discount Deadline</b>	Order floral from Floral Expositions by this date to obtain discounted pricing.	<a href="mailto:orders@floralexpo.net">orders@floralexpo.net</a>
Dec. 27, 2022	<b>Freeman Discount Price Deadline for Online Orders</b>	Deadline for discounted rates for Freeman services ordered online. <b>Note: Freeman rates increase by 20% after this date.</b>	<a href="#">Freeman Online Orders</a>
Dec. 27, 2022	<b>Registration Cancellation Deadline</b>	Last day to cancel paid attendee badge registrations	<a href="#">Registration portal</a>
Dec. 27, 2022	<b>Stand Drawings Due</b>	Submit complete stand drawings for 20 x 20 booths, fuel rows & booths with wooden structures for prior approval to <a href="mailto:exhibits@nbaa.org">exhibits@nbaa.org</a>	<a href="mailto:exhibits@nbaa.org">exhibits@nbaa.org</a>
Dec. 27, 2022	<b>EAC Application/Contract &amp; COI Due</b>	All EACs must submit their <a href="#">EAC Application/Contract</a> and copy of COI to NBAA in advance for approval	<a href="#">EAC Application/Contract</a>
Dec. 27, 2022 <i>or whenever inventory is sold out</i>	<b>Meeting Room Request Due</b>	Exhibitors requesting a meeting room for show days must submit the online <a href="#">Meeting Room Request form</a> and pay appropriate fees. Questions: <a href="mailto:meetings@nbaa.org">meetings@nbaa.org</a>	<a href="#">Meeting Room Request form</a>



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Deadline Date	Item	Task	Return to
<b>January 2022</b>			
Jan. 9, 2023	<b>Advance Pricing Deadline for Internet/Wifi from the Music City Center (MCC)</b>	Order Internet/Wifi from the MCC at the discounted rates	<a href="#">MCC Technology Order form</a>
Jan. 9, 2023	<b>Advance Pricing Deadline for Booth Security from the Music City Center (MCC)</b>	Order booth security from the MCC at the discounted rates	<a href="#">MCC Exhibitor Booth Security Order form</a>
Jan. 13, 2023	<b>Co-Exhibitor Registration Due</b>	Co-Exhibitors sharing exhibit space must register and pay the required \$1,395 fee	<a href="#">Co-Exhibitor Registration</a>
Jan. 16, 2023	<b>Exhibitor Green Pledge Deadline</b>	Register to participate in the SDC2023 Exhibitor Green Pledge to help make SDC a more sustainable show.	Complete the Green Pledge Registration here.
Jan. 16, 2023	<b>Freeman Advance Warehouse Shipping Deadline</b>	Deadline to ship exhibit materials to the Freeman advance warehouse	<a href="#">Use Advance Warehouse Shipping Labels</a>
Jan. 23, 2023	<b>Grand Prize Happy Hour Prize Donation Description Due</b>	Deadline to submit <a href="#">Grand Prize Happy Hour Donation</a> description to NBAA	<a href="#">Grand Prize Happy Hour Prize Donation form</a>
Jan. 23, 2022	<b>Freeman Direct to Show Site Shipments Begin</b>	Freeman begins accepting exhibitor shipments at show site	<a href="#">Use Direct to Show Site Shipping Labels</a>
Jan. 23-24, 2023	<b>Exhibitor Move-In</b>	<b>Exhibitor Move-In:</b> Mon., Jan. 23: 10 am - 5 pm Tue., Jan. 24: 8 am - 2 pm	All exhibits must be complete by 2:00 pm on Tue, Jan. 24 to allow for aisle carpet installation and must be staffed by 5:00 pm for the Launch, the welcome reception on the show floor
Jan. 26-27, 2023	<b>Exhibitor Move-Out</b>	<b>Exhibitor Move-Out:</b> Thur., Jan. 26: 4 pm - 8 pm Fri., Jan. 27: 8 am - 12 noon*	*All exhibits must be removed by 12 noon on Friday, Jan. 27.



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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	Exhibitor Service Desk
Sun., Jan. 22	<b>FREEMAN ONLY</b>				
Mon., Jan. 23	Exhibitors & EACs: 10 am - 5 pm	<b>Exhibitors only</b> 10 am - 5 pm			8 am - 5:00 pm
Tue., Jan. 24	Exhibitors & EACs: 8 am - 2:00 pm  All exhibits must be set by 2:00 pm.	9 am - 7:30 pm	5:30 pm - 8:30 pm  <i>Exhibits must be staffed by 5:00 pm for the Launch, the welcome reception held on the show floor.</i>		8 am - 5:00 pm
Wed., Jan. 25		7:30 am - 5 pm	10 am - 5 pm		8 am - 5:00 pm
Thur., Jan. 26		8:30 am - 4 pm	9 am - 4 pm	4 pm* - 8 pm	8 am - 5:00 pm
Fri., Jan. 27				8 am - 12 noon*  *All exhibits must be removed by 12 noon on Fri., Jan. 27.	8 am - 12 noon*

**\*Freeman will begin returning empty containers as soon as aisle carpet has been removed. This may take up to 4 hours. Please plan accordingly. Note: Inclement weather may delay this process.**