



## Important Exhibitor Deadlines

Deadline	Task Due if Applicable	Link or Contact	Done
<b>APRIL 2017</b>			
15	Ad Reservation Deadline <i>CBA Christian Market – June (Bonus Distribution at UNITE 2017)</i>	Dunn & Dunn <a href="mailto:ellie@cardunn.com">ellie@cardunn.com</a>	
25	Ad Materials Due <i>CBA Christian Market – June (Bonus Distribution at UNITE 2017)</i>	Production Department, CBA <a href="http://Cbaonline.org/fileupload">Cbaonline.org/fileupload</a>	
<b>MAY 2017</b>			
2	Program Listings Deadline <i>Onsite Program</i>	Katie Ghist <a href="mailto:kghist@cbaonline.org">kghist@cbaonline.org</a>	
5	Display Advertising Reservation Deadline <i>Onsite Program</i>	Dunn & Dunn <a href="mailto:ellie@cardunn.com">ellie@cardunn.com</a>	
5	Display Advertising – Ad Materials Deadline <i>Onsite Program</i>	Production Department, CBA <a href="http://Cbaonline.org/fileupload">Cbaonline.org/fileupload</a>	
10	Booth Happenings <i>Unite Onsite – Each listing is \$25</i>	<a href="#">Exhibitor Booth Happening Submission Form</a>	
10	Exclusive Offers <i>Unite Onsite</i>	<a href="#">Exclusive Offers Submission Form</a>	
12	New Product Showcase Reservations	Dunn & Dunn <a href="mailto:ellie@cardunn.com">ellie@cardunn.com</a>	
12	Showcase Suites Reservations	Dunn & Dunn <a href="mailto:ellie@cardunn.com">ellie@cardunn.com</a>	
15	Ad Reservation Deadline <i>CBA Christian Market – July (Official Show Issue + Bonus Distr.)</i>	Dunn & Dunn <a href="mailto:ellie@cardunn.com">ellie@cardunn.com</a>	
20	Ad Materials Due <i>CBA Christian Market – July</i>	Production Department, CBA <a href="http://Cbaonline.org/fileupload">Cbaonline.org/fileupload</a>	
20	Exhibitor Event Request Deadline	<a href="#">Exhibitor Event Request Form</a>	
25	Attendee Bag Reservations Due	Dunn & Dunn <a href="mailto:ellie@cardunn.com">ellie@cardunn.com</a>	
26	Christian Product Trends/Rep Around Sponsorship Deadline	<a href="#">Christian Product Trends Rep Around Sponsorship</a>	
26	CBA Film Showcase Sponsorship Deadline	Dunn & Dunn <a href="mailto:ellie@cardunn.com">ellie@cardunn.com</a>	
29	Advance Warehouse Freight Delivery Opens	<a href="#">Freeman Service Kit</a>	
31	Exhibitor-Appointed Contractor Deadline <i>Forms &amp; Insurance Certificates</i>	<a href="#">Exhibitor-Appointed Contractor Form</a>	
31	Booth Variation Request	<a href="#">Booth Variation Request</a>	
<b>JUNE 2017</b>			
2	CBA Exhibitor Mailing List Order Form	<a href="#">Mailing Order Form</a>	
4	Catering Orders Due <i>(Online Order Incentive Discount Deadline)</i>	<a href="#">Catering Menu Order Form</a>	
4	Electrical / Vacuuming Service Order <i>(Online Order Incentive Discount Deadline)</i>	<a href="#">Electrical / Vacuuming Ordering Process</a>	
4	Telephone/Internet Service Order <i>(Online Order Incentive Discount Deadline)</i>	<a href="#">Phone / Internet Form</a>	

**FOR MORE INFORMATION AND TO ORDER:** Dunn & Dunn  
 Ellie Dunn (856) 582-0690 ext. 2 / [ellie@cardunn.com](mailto:ellie@cardunn.com) • Carl Dunn (856) 582-0690 ext. 1 / [carl@cardunn.com](mailto:carl@cardunn.com)  
 Tammy Horvath (719) 272-3502 / [thorvath@cbaonline.org](mailto:thorvath@cbaonline.org)  
[www.ChristianRetailShow.com](http://www.ChristianRetailShow.com)



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5	Discount Price Deadline Date For all Freeman Services	<a href="#">Freeman Service Kit</a>	
7	Attendee Bag Materials Due	<a href="#">Attendee Bag Deadlines</a>	
15	Ad Reservation Deadline <i>CBA Christian Market – August Issue</i>	Production Department, CBA <a href="http://Cbaonline.org/fileupload">Cbaonline.org/fileupload</a>	
19	Last day advance shipments accepted by Freeman at warehouse	<a href="#">Freeman Service Kit</a>	
21	Iacono Audio/Visual Discount Deadline Date	<a href="#">Iacono Order Form</a>	
21	Floral Order	<a href="#">Teasley Floral Order Form</a>	
21	Registration Deadline – Exhibitor Badges	Expo Logic <a href="#">Register Today</a>	
25	Ad Materials Due <i>CBA Christian Market – August Issue</i>	Production Department, CBA <a href="http://Cbaonline.org/fileupload">Cbaonline.org/fileupload</a>	
26	Shipments accepted at Convention Center After 8:00 am (no exhibitor access)	<a href="#">Freeman Service Kit</a>	
26	Exhibitor Setup Begins – 12 p.m. – 6 p.m.		
27	Exhibitor Setup Continues – 8 a.m. – 6 p.m.		
28	Exhibit Floor Open – 8 a.m. – 6:30 p.m. (Soft Close until 7:00 pm)		
29	Exhibit Floor Open – 8 a.m. – 5:30 p.m. (Soft Close until 6:00 pm)		
30	Exhibit Floor Open – 8 a.m. – 12 p.m.		
30	Exhibitor Dismantling Begins – 12:01 p.m.– 10:00 p.m.		
	ExpoLogic Lead Key Retrieval	<a href="#">Lead Key Retrieval Form</a>	

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