



KEY DATES & DEADLINES

U.S. SUPPLIERS/EXHIBITORS

Revised 3/10/2022

NOVEMBER 8, 2021

- Incentive Deadline**

Last day for exhibitors to register and pay for IPW 2022 and receive a complimentary Key Contact registration.

JANUARY 10, 2022

- Housing Opens**

All registered delegates will be notified via email that housing is open through the official Housing Bureau.

MARCH 18, 2022, 11:59 P.M. EASTERN TIME

- Full Refund Deadline**

Last day to receive a 100 percent refund of fees for cancelled booth space, Media Marketplace package, and individual exhibitor/shared booth partner/one-day delegate badges. Cancellation notices submitted March 19-April 15 will receive a 50 percent refund.

- Individual Exhibitor Delegate - Early Registration Discount Deadline**

Last day to save up to \$245 by paying the early individual exhibitor delegate registration fee of \$1,280 for U.S. Travel Association Members and \$1,840 for Non-Members for either new exhibitor delegates or individuals previously submitted and not yet paid for. Standard registration fees (\$1,525 for U.S. Travel Association Members and \$1,950 for Non-Members) go into effect at 12:01 a.m. Eastern Time on March 19.

- Membership Dues Deadline**

U.S. Travel Association 2022 membership dues must be paid by this date to qualify for the member booth and registration rates.

- Shared Booth Delegate - Early Registration Discount Deadline**

Last day to save \$200 by paying the early shared booth partner delegate registration fee of \$1,795 for either new shared booth partner delegates or individuals previously submitted and not yet paid for. Standard registration fee (\$1,995) goes into effect at 12:01 a.m. Eastern Time on March 19.

MARCH 21, 2022

- Online Appointment Scheduling Available**

Key Contacts will receive, via email, notification and instructions for using the online appointment scheduling to electronically search for and request appointments with international and domestic buyers.

MARCH 25, 2022

- Booth Assignments and Exhibitor Services Information**

Key Contacts will be notified of their booth assignments and the information they need to coordinate their booth shipping and décor logistics.

APRIL 15, 2022, 11:59 P.M. EASTERN TIME

- 50 Percent Refund Deadline**

Last day to receive a 50 percent refund of fees for cancelled booth space, Media Marketplace package, and individual exhibitor/shared booth partner/one-day delegate badges. Cancellation notices submitted after April 15 will receive no refund.

Note: Downsizing your booth is considered a partial cancellation; in this case, the 50 percent refund applies to the difference between the rate of your original booth size and the rate of the smaller booth size.

IPW 2022 KEY DATES & DEADLINES FOR U.S. SUPPLIERS/EXHIBITORS

APRIL 22, 2022, 11:59 P.M. EASTERN TIME

- **Appointment Requests Due**
Appointment requests must be submitted directly to U.S. Travel by this date to be included in the computer-generated scheduling process.
- **Exhibitor Appointed Contractor Form Due**
Last day to submit this form if you are using an exhibitor service contractor other than Freeman to install and dismantle your booth.
- **Exhibitor Group Scheduling Option Form Due**
Last day to submit your request for this appointment scheduling option.

MAY 6, 2022

- **Freeman Advance Order Deadline Date**
In order to receive advance order discount rates listed on Freeman's price sheet, your order AND payment must be received by May 6.
- **Complimentary Optional Furniture Package Deadline**
Last day to submit your "Complimentary Optional Furniture Package" form to confirm the provided items for your booth at no additional cost.
- **Convention Center Services Advance Order Deadline Date**
In order to receive advance order discount rates for services provided by the Orange County Convention Center, your order AND payment must be received by May 6. Services include internet/network connectivity and telecommunications.
- **Cut-off Date for the Electronic Directory of Attendees**
Delegates registered after May 6 will only appear in the My IPW Find Delegates search function; they will not be listed in the PDF directory of attendees posted in the portal.

MAY 13, 2022

- **Appointment Lists Distributed**
You will receive your list of pre-scheduled appointments and Manual Appointment Scheduling will begin.
- **Housing Reservation Deadline (5:00 P.M. CENTRAL DAYLIGHT SAVING TIME)**
Last chance to request housing from the housing bureau.

JUNE 4-5, 2022

- **Exhibitor Move-In and Onsite Registration**