

DEADLINE	TASK	CONTACT	DATE COMPLETE
DECEMBER 2011			
7	Hospitality Suite Reservations Opens	Stephanie Minkus sminkus@cbaonline.org	
7	Exhibitor Hotel Registration Opens	Global Reservations https://www.grires.com/ncbashowor12.asp?att=Exhibitor&scn=	
FEBRUARY 2012			
1	Attendee Hotel Registration Opens	Global Reservations https://www.grires.com/ncbashowor12.asp?att=Attendee&scn=	
23	Attendee Registration Opens	Expologic	
MARCH 2012			
15	Balance of Exhibit Booth Payment Due	Matt Decker mdecker@cbaonline.com	
15	Ad Reservation Deadline <i>CBA RETAILERS + RESOURCES - May Issue</i>	Dunn & Dunn 856.582.0690	
26	Ad Materials Due <i>CBA RETAILERS + RESOURCES - May Issue</i>	Production Department, CBA production@cbaonline.org	
APRIL 2012			
16	Ad Reservation Deadline <i>CBA RETAILERS + RESOURCES - June Issue</i>	Dunn & Dunn 856.582.0690	
25	Ad Materials Due <i>CBA RETAILERS + RESOURCES - June Issue</i>	Production Department, CBA production@cbaonline.org	
MAY 2012			
4	Global Reservations Exhibitor Cutoff (Deposits non-refundable)	Global Reservations (800) 711-7930	
15	Ad Reservation Deadline <i>CBA RETAILERS + RESOURCES - July Issue</i>	Dunn & Dunn 856.582.0690	
25	Ad Materials Due <i>CBA RETAILERS + RESOURCES - July Issue</i>	Production Department, CBA production@cbaonline.org	
30	Exhibitor Event Publicity Deadline <i>On Site Program and Signage</i>	Stephanie Minkus sminkus@cbaonline.org	
30	Town Center Stage Publicity Deadline <i>On Site Program and Signage</i>	Stephanie Minkus sminkus@cbaonline.org	
30	Children's Product Trends Publicity Deadline <i>On Site Program and Signage</i>	Stephanie Minkus sminkus@cbaonline.org	
30	Christian Fiction: Authors, Retailers, Readers Publicity Deadline <i>On Site Program and Signage</i>	Stephanie Minkus sminkus@cbaonline.org	
30	CBA Film Festival Publicity Deadline <i>On Site Program and Signage</i>	Stephanie Minkus sminkus@cbaonline.org	
30	Media Center Publicity Deadline <i>On Site Program and Signage</i>	Stephanie Minkus sminkus@cbaonline.org	
30	Ministry in Action Publicity Deadline <i>On Site Program and Signage</i>	Stephanie Minkus sminkus@cbaonline.org	
30	Connection Centers Publicity Deadline <i>On Site Program and Signage</i>	Stephanie Minkus sminkus@cbaonline.org	
30	New Voice Showcase Publicity Deadline <i>On Site Program and Signage</i>	Stephanie Minkus sminkus@cbaonline.org	
30	Training Workshop Sponsorship Publicity Deadline <i>On Site Program and Signage</i>	Stephanie Minkus sminkus@cbaonline.org	
30	Artist Connection Area Publicity Deadline <i>On Site Program and Signage</i>	Stephanie Minkus sminkus@cbaonline.org	
30	Exhibitor Announcements <i>Show Daily - Free Publicity</i>	Matt Decker www.surveymonkey.com/s/icrs2012ExhibitorAnnouncement	
30	Booth Happenings <i>Show Daily - Free Publicity</i>	Matt Decker www.surveymonkey.com/s/icrs2012BoothHappenings	
30	Program Listings Deadline <i>Onsite Program</i>		

JUNE 2012

1	Display Advertising <i>Show Daily Newspaper</i>	Dunn & Dunn 856.582.0690	
6	Hospitality Suite Reservations Deadline	Stephanie Minkus sminkus@cbaonline.org	
6	Exhibitor Event Request Deadline	Stephanie Minkus sminkus@cbaonline.org	
6	Town Center Stage Sponsorship Deadline	Stephanie Minkus sminkus@cbaonline.org	
6	Children's Product Trends Sponsorship Deadline	Stephanie Minkus sminkus@cbaonline.org	
6	Christian Fiction: Authors, Retailers, Readers Sponsorship Deadline	Stephanie Minkus sminkus@cbaonline.org	
6	CBA Film Festival Sponsorship Deadline	Dunn & Dunn 856.582.0690	
6	Media Center Sponsorship Deadline	Dunn & Dunn 856.582.0690	
6	Ministry in Action Sponsorship Deadline	Stephanie Minkus sminkus@cbaonline.org	
6	Connection Centers Sponsorship Deadline	Stephanie Minkus sminkus@cbaonline.org	
6	New Voice Showcase Sponsorship Deadline	Stephanie Minkus sminkus@cbaonline.org	
6	Training Workshop Sponsorship Deadline	Stephanie Minkus sminkus@cbaonline.org	
6	Artist Connection Area Reservations Deadline	Stephanie Minkus sminkus@cbaonline.org	
6	New Product Showcase Reservations	Matt Decker mdecker@cbaonline.com	
6	Exhibit Floor Conference Rooms Reservations Deadline	Matt Decker mdecker@cbaonline.com	
6	Exhibitor-Appointed Contractor Deadline <i>Forms & Insurance Certificates</i>	Matt Decker mdecker@cbaonline.com	
11	Advance Warehouse Freight Delivery Opens	Freeman Companies 407.816.7900	
15	Display Advertising – Ad Materials Deadline Onsite Newspaper	Production Department, CBA production@cbaonline.org	
15	Ad Reservation Deadline <i>CBA RETAILERS + RESOURCES – August Issue</i>	Dunn & Dunn 856.582.0690	
18	Attendee Hotel Registration Deadline	Global Reservations (800) 711-7930	
20	Electrical Service Order <i>Incentive Discount Deadline</i>	Orange County Convention Center http://www.occc.net/exhibitor/orders/default.asp	
20	Telephone/Internet Service Order <i>Incentive Discount Deadline</i>	Orange County Convention Center http://occc.net/exhibitor/Services_Exclusive_Internet.asp	
25	Ad Materials Due <i>CBA RETAILERS + RESOURCES – August Issue</i>	Production Department, CBA production@cbaonline.org	
27	Booth Variation Request	Matt Decker mdecker@cbaonline.com	
29	Catering Orders Due	Centerplate http://www.occc.net/pdf/Info_CenterplateMenuExh.pdf	
29	Discount Price Deadline Date For all Freeman Services	Freeman Companies 407.816.7900	
29	Buyers Bag Reservations Due	Dunn & Dunn 856.582.0690	
29	Preregistered Attendees List Request Deadline	CBA Exhibits exhibits@cbaonline.org	
29	Buyers Bag Materials Due	Dunn & Dunn 856.582.0690	
29	Audio/Visual Discount Deadline Date	Freeman Companies 214.623.1308	
29	Registration Deadline – Exhibitor Badges	Expo Logic icrs@laser-registration.com	

JULY 2011

6	Last day advance shipments accepted by Freeman at warehouse	Freeman Companies 407.816.7900	
6	Floral Order	Ann Teasley Interiors Inc. 615.876.3956	
12	Shipments accepted at Convention Center After 8:00 am (no exhibitor access)	Freeman Companies 407.816.7900	
On-Site	Exhibitor Child Waiver Due	Georgia World Congress Center CBA Registration	
13	Exhibitor Setup Begins – 8:00 am – 5:00 pm		
14	Exhibitor Setup Continues – 8:00 am – 8:00 pm		
15	Exhibitor Setup Continues – 8:00 am – 5:00 pm		
16	Exhibitor Impact Awards Judging	Scott Graham, CBA sgraham@cbaonline.org	
16	Exhibit Floor Open – 8:30 am – 5:30 pm (Soft Close until 6:00 pm)		
17	Exhibit Floor Open – 8:30 am – 5:30 pm (Soft Close until 6:00 pm)		
18	Exhibit Floor Open – 8:30 am – 3:00 pm		
18	Exhibitor Teardown Begins – 3:00 pm – 11:59 pm		
19	Exhibitor Teardown Continues – 8:00 am – 4:30 pm		
As Needed	Photography Order	Convention Photo by Joe Orlando 818.957.2204	

AUGUST 2012

14	Ad Reservation Deadline <i>CBA RETAILERS + RESOURCES</i> – September Issue	Dunn & Dunn 856.582.0690	
25	Ad Materials Due <i>CBA RETAILERS + RESOURCES</i> – September Issue	Production Department, CBA production@cbaonline.org	