

# FUTUREPROOF

## KEY EXHIBITOR DATES

FUTURE PROOF CITYWIDE 2026

### BRAND ASSETS

#### January 5th

Submit/ Confirm Logos with Future Proof (Color, Black, White PNG, and EPS/AI)

*\*If you have partnered with Future Proof in the past, we have your logos on file & have emailed them to you to confirm they are up to date. If you are new to Future Proof OR your logos have changed, please submit here: [Future Proof Citywide Logo Collection Form](#)*

### EXHIBITOR FORM (Required)

#### January 9th, 2026

*Submissions after this date will incur a \$500 late fee.*

[The Exhibitor Form \(linked here\)](#) is an order form for basic booth necessities such as: power, dedicated internet, labor, standard 6' tables, chairs, sandbags, stanchions, plant rentals, booth cleaning, and cart service. This form is also where you will share your activation plans + your company name exactly as it should be displayed on print materials onsite.

*\*\*Internet Note: Future Proof provides general attendee WiFi, we recommend dedicated Internet connection if you are streaming, downloading, uploading, or otherwise require a reliable internet connection.*

### EXHIBIT ART (Required)

[\\*See Exhibit Specifications Page for more details.](#)

#### January 16th, 2026

- 10x20' & 20x20'+ Booths Only - Gable Art Due (optional)

#### February 3rd, 2026

- 10x10' Exhibit Wall Art Due
- 10x20' Exhibit Wall Art Due
- 20x20' Exhibit Wall Art Due (optional)

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## EXHIBIT ADD-ONS (Optional Upgrades)

The following items are optional exhibit upgrades to enhance your exhibit space. See more details on the [Add-Ons page of the Sponsor Portal](#).

### FEBRUARY 3rd

- Catering & Bar Services Order Due

*\*All liquor & catering must be provided by our vendor, no outside alcohol or caterers are permitted.*

### FEBRUARY 9th

- Furniture Order Due

## CUSTOM BUILD EXHIBIT STRUCTURES

### DECEMBER 8th

- Submit Activation Plans
- Submit Technical Drawings - *\*For any fabricated, structural, or trussing elements for inclusion with permit sets, which LMG will manage & submit. Please note, that plans subject to permitting will incur permitting & inspection costs.*

## SHIPPING

This applies if you are shipping items to the Advanced Warehouse (VERY STRONGLY recommended as you will **not** be able to access event grounds with a personal vehicle). Please note that direct to show site shipping is not available for Future Proof Citywide.

### January 26th, 2026

[Inventory Form](#) Due

Advanced Shipments may begin arriving to the Advanced Warehouse

### February 27th, 2026

Last day for shipments to arrive at the Advanced Warehouse

*\*Shipments that arrive after this date at 2:30 pm EST will incur [late fees](#)*

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## **EXHIBITOR APPOINTED CONTRACTORS**

If you are using a Future Proof preferred vendor you do not need to complete these steps. The following applies to those working with vendors outside of the Future Proof Preferred Vendors List.

### **DECEMBER 8th**

[Complete EAC Application](#) - Custom Exhibit & Fabrication Vendors

### **JANUARY 9th**

[Complete EAC Application](#) - Rentals, Decor, Entertainment Vendors

*\*This due date only applies to vendors who are not producing a custom exhibit structure. IF producing a custom structure the EAC Application must be completed by December 8th.*

### **JANUARY 23rd**

Submit EAC Certificate of Insurance

### **FEBRUARY 25th**

Last Day to Purchase & Register EAC Passes