Important Dates & Deadlines

Display Week 2016 EXHIBITOR CHECKLIST

January 2016:

January 15: Display of the Year nomination deadline

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
31						

February 2016:

 February 5: FINAL PAYMENT 100% due for the following: Exhibit space, Advertising, Sponsorships and Meeting rooms.

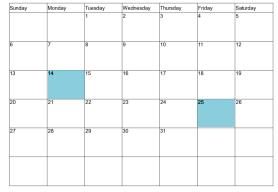
February 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March 2016:

- March 14: Deadline to submit a Products on Display Listing (Information Display Magazine)
- March 14: Deadline for Blueprints from all island booths
- March 25: Deadline to submit presentation for Exhibitors' Forum

March 2016



Important Dates/Deadlines
Required
Exhibitor Move-In
Exhibition Open
Exhibitor Move-Out

Important Dates & Deadlines

Display Week 2016 EXHIBITOR CHECKLIST

April 2016:

- April 1: Meeting Room Sign Artwork Deadline (for meeting room renters only)
- April 4: Deadline for your company profile to be included in the Exhibit and Product Guide. See Digital Booth email for more information.
- April 20: Deadline to reserve advertising space for Exhibit & Product Guide
- April 22: All Artwork for Sponsorship Graphics due
- April 24: Cvent LeadCapture App & Device early bird pricing deadline
- April 25: 2017 Space Selection letter and forms sent to all current Display Week exhibitors
- April 27: Housing Reservation Deadline
- April 27: Deadline to submit advertising materials for the Exhibit & Product Guide
- April 29: Exhibitor Appointed Contractor/ Certificate Of Insurance Deadline
- April 29: Early Deadline for GES Services

April 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2016:

- May 1: Best in Show Award Nomination Deadline
- May 6: Exhibit Booth Personnel/Guest Early Registration Deadline
- May 6: Deadline to order Internet/Telecommunications
- May 6: Deadline to order catering from the Moscone Convention Center
- May 9: Cvent LeadCapture App & Device regular device pricing deadline
- May 13: Exhibit Photography Order Deadline
- May 20: Exhibit Security Order Deadline
- May 21-23: Exhibitor Move-In
- May 24-26: Display Week Open
- May 26-27: Exhibitor Move-Out

May 2016



