



Display Week 2023

Los Angeles Convention Center - South Hall

Conference Dates: May 21-26, 2023

Exhibition Dates: May 23-25, 2023

Deadline	Action Item	Vendor
October 17 (Monday)	Payment due - 50% of total invoice (booth, meeting room, sponsoship)	A2Z
	Register your booth staff - registration opens February 1	Cvent
	Invite your customers to visit your booth using your unique customer discount code	Cvent
February 3 (Friday)	Final payment due (booth, meeting room, sponsoship)	A2Z
February (2023)	GES Exhibitor Service Kit launches	GES
March 13 (Monday)	Exhibitors' Forum Abstract Deadline -Extended Deadline	
March 13 (Monday)	Products on Display submission deadline (Information Display Magazine) - Extended Deadline	
March 27 (Monday)	Deadline to submit your blueprint (island booths only)	drocco@pcm411.com
March 27 (Monday)	All sponsorship graphics due	drocco@pcm411.com
April 7 (Friday)	Update your online company listing in the Exhibitor Dashboard	A2Z
April 18 - May 17	Shipments should arrive to the GES advanced warehouse on or between business days	GES
30 days prior to move-in	EAC and COI forums due	GES
Before April 23 (Sunday)	Lead retrieval early order discount deadline	Cvent
Between April 23 - May 7	Lead retrieval advanced ordering deadline	Cvent

April 28 (Friday)	Book your hotel and make travel arrangements (Connections Housing, formally Par Avion, is the official convention housing company for Display Week)	https://book.passkey.com/go/DisplayWeek23
May 1 (Monday)	GES advanced ordering discount deadline	GES
May 1 (Monday)	People's Choice nomination deadline	TBD
After May 7 (Sunday)	Lead retrieval late ordering deadline	Cvent
7 days prior to event	Catering	tasteofla@levyrestaurants.com
May 17 (Wednesday)	Last day for Advanced Shipments to arrive at Warehouse without surcharges*3:30 PM	GES
May 19 (Friday)	Shipments direct to show site (shipments should arrive between 8:00 am and 4:00 pm)	GES
May 20 (Saturday)	Exhibitor move-in (12:00 pm - 7:00 pm) ** 600 sq.ft booths and larger**	GES
May 21 (Sunday)	Exhibitor move-in (7:00 am - 7:00 pm) **all booth sizes	GES
May 22 (Monday)	Exhibitor move-in (7:00 am - 7:00 pm) **all booth sizes	GES
May 23 (Tuesday)	Exhibit Hall open (10:30 am - 6:30 pm)	
May 24 (Wednesday)	Exhibit Hall open (9:00 am - 5:00 pm)	
May 25 (Thursday)	Exhibit Hall open (9:00 am - 2:00 pm)	
May 25 (Thursday)	Exhibitor move-out (2:00 pm - 10:00 pm) *all carriers must be checked in by 8:00 pm	GES
May 26 (Friday)	Exhibitor move-out (8:00 pm - 11:59 PM) *all carriers must be checked in by 10:00 am	GES