



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
TBD	Register your booth staff - registration opens February 1	Cvent
TBD	Invite your customers to visit your booth using your unique custoer code	Cvent
February 3 (Friday)	Final payment due (booth, meeting room, sponsoship)	A2Z
TBD	GES Exhibitor Service Kit launches	GES
February 27 (Monday)	Update your online company listing in the Exhibitor Dashbaord	A2Z
March 1 (Wednesday)	Exhibitors' Forum Abstract Deadline	http://www.scomminc.com/pcm/sid/exhibitors/exhibitors.cfm
March 1 (Wednesday)	Products on Display submission deadline (Information Display Magazine)	http://www.scomminc.com/pcm/sid/products/products.cfm
May 12 (Friday)	Catering	tasteofla@levyrestaurants.com
March 22 (Wednesday)	Deadline to submit your blueprint (island booths only)	drocco@pcm411.com
March 27 (Monday)	All sponsorship graphics due	drocco@pcm411.com
TBD	Shipments should arrive to the GES advanced warehouse on or between business days	GES
TBD	EAC and COI forums due	GES

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
TBD	GES advanced ordering discount deadline	GES
May 1 (Monday)	People's Choice nomination deadline	TBD
TBD	Shipments direct to show site (shipments should arrive between 9:00 am and 5:00 pm)	GES
May 21 (Sunday)	Exhibitor move-in (12:00 pm - 7:00 pm)	GES
May 22 (Monday)	Exhibitor move-in (7:00 am - 7:00 pm)	GES
May 23 (Tuesday)	Exhibit Hall open (10:30 am - 5:00 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 (3:00 pm - 10:00 pm) *all carriers must be checked in by 8:00 pm	GES
May 25 (Friday)	Exhibitor move-out (8:00 pm - 12:00 noon) *all carriers must be checked in by 10:00 am	GES
TBD	Lead retrieval early order discount deadline	Cvent
TBD	Lead retrieval advanced ordering discount deadline	Cvent
TBD	Deadline to order booth telecommunications/internet	TBD
TBD	Security ordering deadline	TBD