

# Important Dates & Deadlines

## *Display Week 2016 EXHIBITOR CHECKLIST*

### January 2016:

- **January 15:** Display of the Year nomination deadline

### January 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       |
| 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

| 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       |        |          |
|        |        |         |           |          |        |          |

- 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

| 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       |
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| 29     | 30     | 31      |           |          |        |          |
|        |        |         |           |          |        |          |

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