

Important Dates & Deadlines

Display Week 2017 EXHIBITOR CHECKLIST

January 2017:

- **January 31st:** Display of the Year nomination deadline

January 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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 2017:

- **February 3:** FINAL PAYMENT 100% due for the following: Exhibit space, Advertising, Sponsorships and Meeting rooms.

February 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2017:

- **March 24:** Deadline for Blueprints from all island booths
- **March 24:** Deadline to submit presentation for Exhibitors' Forum
- **March 27:** Deadline to submit a Products on Display Listing (Information Display Magazine)

March 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
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 2017 EXHIBITOR CHECKLIST

April 2017:

- **April 3:** Meeting Room Sign Artwork Deadline (for meeting room renters only)
- **April 3:** Deadline for your company profile to be included in the Exhibit and Product Guide. See Digital Booth email for more information.
- **April 10:** All Artwork for Sponsorship Graphics due
- **April 14:** Deadline to reserve advertising space for Exhibit & Product Guide
- **April 20:** GES: Advance shipments may begin arriving at warehouse
- **April 21:** Deadline to submit advertising materials for the Exhibit & Product Guide
- **April 24:** Cvent LeadCapture App & Device early bird pricing deadline
- **April 24:** Exhibitor Appointed Contractor/Certificate of Insurance deadline for all booths 200 square feet or larger
- **April 28:** Deadline to order catering from the Los Angeles Convention Center
- **April 28:** GES: Discount deadline date for orders received with payment

April 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						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 2017:

- **May 1:** Housing Reservation Deadline
- **May 1:** Best in Show Award Nomination Deadline
- **May 5:** Attendee Pre-Show Blast Program Deadline
- **May 5:** Exhibit Booth Personnel/Guest Early Registration Deadline
- **May 6:** Deadline to order Internet/Telecommunications
- **May 8:** Space Selection letter and forms sent to all current Display Week exhibitors
- **May 9:** Cvent LeadCapture App & Device regular device pricing deadline
- **May 12:** Exhibit Security Order Deadline
- **May 13:** Exhibit Photography Order Deadline
- **May 20:** Exhibitor Move-In (12:00 PM – 7:00 PM)
- **May 21:** Exhibitor Move-In (8:00 AM – 5:00 PM)
- **May 22:** Exhibitor Move-In (8:00 AM – 5:00 PM)
- **May 23:** Display Week Exhibition (10:30 AM – 6:30 PM)
- **May 24:** Display Week Exhibition (9:00 AM – 5:00 PM)
- **May 25:** Display Week Exhibition (9:00 AM – 1:00 PM)
- **May 25:** Exhibitor Move-Out (1:00 PM – 11:59 PM) "Note, carriers **MUST** be checked in by 10:00 PM

May 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	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			

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Display Week 2017 EXHIBITOR CHECKLIST

September 2017:

- **September 8:** Attendee Post-Show e-Blast Program Deadline

September 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						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	

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* All exhibitors must be moved out by 10:00 pm on May 25th.