

Important Dates & Deadlines

Display Week 2018 EXHIBITOR CHECKLIST

January 2018:

- **January 15th:** Display Industry Awards nomination deadline

January 2018

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 2018:

- **February 2:** FINAL PAYMENT 100% due for the following: exhibit space, advertising, sponsorships and meeting rooms

February 2018

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				

March 2018:

- **March 23:** Deadline for blueprints from all island booths
- **March 23:** Deadline to submit abstract for Exhibitors' Forum
- **March 23:** Deadline for your company profile to be included in the Exhibit and Product Guide. See digital booth email for more information
- **March 26:** Deadline to submit a Products on Display listing (Information Display Magazine)

March 2018

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	

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

Important Dates & Deadlines

Display Week 2018 EXHIBITOR CHECKLIST

April 2018:

- **April 6:** All artwork for sponsorship graphics due
- **April 6:** GES: Advance shipments may begin arriving at warehouse
- **April 13:** Deadline to reserve advertising space for Exhibit & Product Guide
- **April 20:** Deadline to submit advertising materials for the Exhibit & Product Guide
- **April 23:** Exhibitor Appointed Contractor/Certificate of Insurance deadline for all booths 200 square feet or larger
- **April 24:** Cvent LeadCapture app & device early bird pricing deadline
- **April 26:** Deadline to order booth Telecommunications/ Internet
- **April 27:** Deadline to order catering from the Los Angeles Convention Center
- **April 30:** GES: discount deadline date for orders received with payment
- **April 30:** Housing reservation deadline

April 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
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22	23	24	25	26	27	28
29	30					

May 2018:

- **May 1:** Best in Show Award nomination deadline
- **May 4:** Exhibit booth personnel/guest early registration deadline
- **May 7:** Warehouse shipments last day
- **May 9:** Cvent LeadCapture app & device regular device pricing deadline
- **May 14:** Deadline to order booth security
- **May 15:** Space Selection letter and forms sent to all current Display Week exhibitors
- **May 19:** Exhibitor move-In (12:00 PM – 7:00 PM)
- **May 19:** Direct delivery to show site (8:00 AM – 7:00 PM)
- **May 20:** Exhibitor move-In (8:00 AM – 5:00 PM)
- **May 20:** Direct delivery to show site (8:00 AM – 5:00 PM)
- **May 21:** Exhibitor move-In (8:00 AM – 5:00 PM)
- **May 21:** Direct delivery to show site (8:00 AM – 5:00 PM)
- **May 22:** Display Week exhibition (10:30 AM – 6:30 PM)
- **May 23:** Display Week exhibition (9:00 AM – 5:00 PM)
- **May 24:** Display Week exhibition (9:00 AM – 2:00 PM)
- **May 24-25:** Exhibitor move-out

May 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
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