

DESIGNCON® 2017

WHERE THE CHIP MEETS THE BOARD General Information

DEADLINES

DUE DATE	ACTION ITEM	WHO?
ASAP for best availability	Book Hotel	Hotel & Travel Page http://www.designcon.com/santaclara/registration/travel-and-venue.php
ASAP for best exposure	Submit Exhibitor Listing	Exhibitor Portal http://www.designcon.com/santaclara/exhibitor-center/
December 22 Thursday	Lead Retrieval Early Rate Expires	ITN International www.bcard.net (Show Code: DCON17)
December 27 Tuesday	Advance Warehouse Opens for Shipments	GES https://ordering.ges.com/024600511
January 9, 2017 Monday	GES Discount Rate Expires at 5pm	GES https://ordering.ges.com/024600511
January 10, 2017 Tuesday	Booth Height Variance Request Form Due	samantha.daniel@ubm.com
January 10, 2017 Tuesday	Deadline to Submit Exhibitor Appointed Contractor Form & Certificate of Insurance if not using GES	GES AND samantha.daniel@ubm.com
January 9, 2017 Monday	Submit Sellers Permit if selling at the event	samantha.daniel@ubm.com
January 11, 2017 Wednesday	Internet & Telephone Services Incentive Rate Expires	SmartCity https://orders.smartcitynetworks.com/center.aspx?center=070
January 17, 2017 Tuesday	Individual Booth Security Orders Due	Maloney Security, Inc. Contact - events@maloneysecurityinc.com

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January 13, 2017 Friday	Last Day for Early Rate on AV Equipment	ETS (Event Technology Services) www.ets-av.com/orders
January 19, 2017 Thursday	Lead Retrieval Pre-Show Rate Expires	ITN International www.bcard.net (Show Code: DCON17)
January 12, 2017 Thursday	Catering Orders Finalized	Submit your Booth Food & Beverage Request to samantha.daniel@ubm.com
January 25, 3:00pm Wednesday	Last Day for Shipments to arrive at Advance Warehouse without an additional surcharge	GES https://ordering.ges.com/024600511
January 27, 2017 Friday	Double-Check that all of your Staff is registered	Exhibitor Portal http://www.designcon.com/santaclara/exhibitor-center/
January 30, 8am – 5pm Monday	Direct Shipments can start arriving to the Santa Clara Convention Center	GES https://ordering.ges.com/024600511 PLEASE REFERENCE TARGETED FLOORPLAN FOR DATES & TIMES

**For additional Marketing & PR deadlines please refer to the Marketing & Promotions section.*