



**Display Week 2024**  
**San Jose Convention Center**  
**Conference Dates: May 12-17, 2024**  
**Exhibition Dates: May 14-16, 2024**

Deadline	Action Item	Vendor
October 13 (Friday)	Payment due - 50% of total invoice (booth, meeting room, sponsoship)	A2Z
January 15 (Monday)	Final payment due (booth, meeting room, sponsoship)	A2Z
	Register your booth staff - registration opens February 1	Cvent
	Invite your customers to visit your booth using your unique customer discount code	Cvent
February (2024)	GES Exhibitor Service Kit launches	GES
March 4 (Monday)	Exhibitors' Forum Abstract Deadline	Submission link to follow
March 4 (Monday)	Products on Display submission deadline (Information Display Magazine)	Submission link to follow
March 18 (Monday)	Deadline to submit your blueprint (island booths only)	<a href="mailto:drocco@pcm411.com">drocco@pcm411.com</a>
March 15 (Friday)	All sponsorship graphics due	<a href="mailto:drocco@pcm411.com">drocco@pcm411.com</a>
March 15 (Friday)	Update your online company listing in the Exhibitor Dashboad	A2Z
April 12 (Friday) - May 7 (Tuesday)	Shipments should arrive to the GES advanced warehouse on or between business days	GES
30 days prior to move-in	EAC and COI forums due	GES

TBD	Lead retrieval early order discount deadline	Cvent
TBD	Lead retrieval advanced ordering deadline	Cvent
April 19 (Friday)	Book your hotel and make travel arrangements (Connections Housing, formally Par Avion, is the official convention housing company for Display Week)	<a href="https://book.passkey.com/event/50547158/owner/14227/home">https://book.passkey.com/event/50547158/owner/14227/home</a>
April 23 (Tuesday)	Electrical and Plumbing Order Deadline	Edlen Electrical Exhibition Services
April 23 (Tuesday)	GES advanced ordering discount deadline	GES
TBD	People's Choice nomination deadline	Submission link to follow
TBD	Lead retrieval late ordering deadline	Cvent
7 days prior to event	Catering	<a href="mailto:tasteofla@levyrestaurants.com">tasteofla@levyrestaurants.com</a>
May 7 (Tuesday)	Last day for Advanced Shipments to arrive at Warehouse without surcharges*3:30 PM	GES
May 11 (Saturday)	Shipments direct to show site (shipments should arrive between 6:00 am and 2:00 pm)	GES
May 12 (Sunday)	Shipments direct to show site (shipments should arrive between 6:00 am and 2:00 pm)	GES
May 13 (Monday)	Shipments direct to show site (shipments should arrive between 6:00 am and 4:00 pm)	GES
May 12 (Sunday)	Exhibitor move-in (7:00 am - 7:00 pm) **all booth sizes	GES
May 13 (Monday)	Exhibitor move-in (7:00 am - 7:00 pm) **all booth sizes	GES
May 14 (Tuesday)	Exhibit Hall open (10:30 am - 6:30 pm)	GES
May 15 (Wednesday)	Exhibit Hall open (9:00 am - 5:00 pm)	GES
May 16 (Thursday)	Exhibit Hall open (9:00 am - 2:00 pm)	GES

May 16 (Thursday)	Exhibitor move-out (2:00 pm - 10:00 pm) *all carriers must be checked in by 8:00 pm	GES
May 17 (Friday)	Exhibitor move-out (8:00 pm - 11:59 PM) *all carriers must be checked in by 2:00 pm	GES