**Display Week 2016 EXHIBITOR CHECKLIST**

**January 2016:**
- **January 15:** Display of the Year nomination deadline

**February 2016:**
- **February 5:** FINAL PAYMENT 100% due for the following: Exhibit space, Advertising, Sponsorships and Meeting rooms.

**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
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

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