**Important Dates & Deadlines**

**Display Week 2018 EXHIBITOR CHECKLIST**

**January 2018:**
- **January 31:** Display Industry Awards nomination deadline

**February 2018:**
- **February 2:** FINAL PAYMENT 100% due for the following: exhibit space, advertising, sponsorships and meeting rooms

**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)
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

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