



**Display Week 2022**  
**San Jose Convention Center**  
**Conference Dates: May 8-13, 2022**  
**Exhibition Dates: May 10-12, 2022**



Deadline	Action Item	Vendor
Now	Book your hotel and make travel arrangements ( <b>Par Avion</b> is the official convention housing company for Display Week)	<a href="https://book.passkey.com/event/50239248/owner/14227/home">https://book.passkey.com/event/50239248/owner/14227/home</a>
Now	Register your booth staff - registration opens on February 15	Cvent
Now	Invite your customers to visit your booth using your unique customer code	Cvent
February 3 (Thursday)	Final booth payment due.	A2Z
February 17 (Thursday)	GES Exhibitor Service Kit launches	GES
February 21 (Monday)	Update your online company listing in the Exhibitor Dashboard	A2Z
March 15 (Tuesday)	Deadline to submit your blueprint (island booths only)	<a href="mailto:drocco@pcm411.com">drocco@pcm411.com</a>
March 1 (Tuesday)	Exhibitors' Forum Abstract Deadline	<a href="http://www.scomminc.com/pcm/sid/exhibitors/exhibitors.cfm">http://www.scomminc.com/pcm/sid/exhibitors/exhibitors.cfm</a>
March 1 (Tuesday)	Products on Display submission deadline (Information Display Magazine)	<a href="http://www.scomminc.com/pcm/sid/products/products.cfm">http://www.scomminc.com/pcm/sid/products/products.cfm</a>

March 15 (Tuesday)	All sponsorship graphics due	<a href="mailto:drocco@pcm411.com">drocco@pcm411.com</a>
April 5 - May 4	Shipments should arrive to the GES advanced warehouse on or between business days	GES
April 11 (Monday)	EAC and COI forums due	<a href="mailto:drocco@pcm411.com">drocco@pcm411.com</a>
April 18 (Monday)	Housing deadline	Par Avion
April 18 (Monday)	Catering - Orders and payments must be received 15 business days prior to the date of your request.	<a href="https://www.sanjose.org/catering">https://www.sanjose.org/catering</a>
April 18 (Monday)	GES advanced ordering discount deadline	GES
April 25 (Monday)	People's Choice nomination deadline	<a href="https://www.surveymonkey.com/r/PP3XMYS">https://www.surveymonkey.com/r/PP3XMYS</a>
May 8 and May 9	Shipments direct to show site (shipments should arrive between 9:00 am and 5:00 pm)	GES
May 8 (Sunday)	Exhibitor move-in (12:00 pm - 7:00 pm)	GES
May 9 (Monday)	Exhibitor move-in (7:00 am - 7:00 pm)	GES
May 10 (Tuesday)	Exhibit Hall open (10:30 am - 5:00 pm)	
May 11 (Wednesday)	Exhibit Hall open (9:00 am - 5:00 pm)	
May 12 (Thursday)	Exhibit Hall open (9:00 am - 2:00 pm)	
May 12 (Thursday)	Exhibitor move-out (3:00 pm - 10:00 pm) *all carriers must be checked in by 8:00 pm	GES
May 13 (Friday)	Exhibitor move-out (8:00 pm - 12:00 noon) *all carriers must be checked in by 10:00 am	GES
TBD	Lead retrieval early order discount deadline	Cvent
TBD	Lead retrieval advanced ordering discount deadline	Cvent
TBD	Photographer order	TBD

TBD	Deadline to order booth telecommunications/internet	TBD
TBD	Security ordering deadline	TBD