

EXHIBITOR CHECKLIST & DEADLINES

Date	Item	Completed/Notes
Thursday-Friday 25-26 November	SPIE Office Closed	
Thursday, 2 December	Lead Retrieval – Advance Deadline	
Friday, 3 December	Hotel Reservations	
Monday, 13 December	Co-Exhibitors	
	Onsite Product Demonstrations	
	Sponsorships	
	Advertising Insertion Order for Printed Programs	
Wednesday, 15 December	Moscone Center Food & Beverage Order Form	
Friday, 17 December	Laser Safety Check Request	
	Certificate of Insurance	
	Booth Activity Request	
Monday, 20 December	Advertising Materials for Printed Programs	
Friday, 3 December	Freeman Online Discount Price	
	Advanced Freight Warehouse Receiving Start	
Wednesday, 24 December	SPIE Office Closed	
Friday, 31 December	SPIE Office Closed	
Friday, 7 January	Security Services	
Monday, 10 January	Computer/Audio Visual Services	
Tuesday, 11 January	Telephone/Internet Services	
	Floral & Plants Order Form	
Friday, 14 January	Advanced Freight Warehouse Receiving Ends	
	Hanging Signs Shipping to Warehouse	