

EXHIBITOR CHECKLIST & DEADLINES

Deadline	Item	Completed/Notes
Thursday-Friday 23-24 November	SPIE Office Closed	
Monday, 25 December	SPIE Office Closed	
Monday, 1 January	SPIE Office Closed	
Monday, 8 January	Online Exhibitor Badge Registration Opens	
Monday, 15 January	SPIE Office Closed	
Friday, 26 January	Submit your DCS Exhibitor Listing (Log in to the Exhibitor Dashboard) Co-Exhibitor Form for Onsite Exhibition Guide Sponsorships	
Monday, 11 March	Advertising Materials for Printed Programs	
Friday, 22 March	Certificate of Insurance Booth Activity Request Exhibitor Appointed Contractor	
Monday, 25 March	AV/Computer Services	
Friday, 29 March	Corporate Meeting Room Request Laser Safety Check Request Rental Booths Special Signs	
Friday, 5 April	Standard/Plush Carpet Furniture Display Tables Economy Packages Custom Furniture Cleaning Labor Installation/Dismantle Labor Discount Forklift Installation/Dismantle Warehouse Hanging Sign Shipment Freight Routing	
Wednesday, 10 April	Gaylord National Resort & Convention Center Order Forms Catering Advance Price Order Form Electrical & Utility Services Advance Price Internet & Phone Services Advance Price	
Friday, 12 April	Affiliate Space Request Island-Peninsula Display Diagrams Warehouse Advance Shipment Warehouse Hanging Sign Shipment	