

EXHIBITOR CHECKLIST & DEADLINES

Date	Item	Completed/Notes
Monday, 4 September	SPIE Office Closed	
Wednesday, 25 October	Submit a 10+ Hotel Rooms Sub-Block Request	
Thursday, 9 November	Lead Retrieval – Advance Deadline	
Friday, 10 November	SPIE Office Closed	
Wednesday, 15 November	Assign Names to 10+ Sub-Block Hotel Rooms	
Thursday-Friday 23-24 November	SPIE Office Closed	
Friday, 8 December	Advertising Insertion Order for Printed Programs	
Friday, 15 December	Co-Exhibitors	
	Onsite Product Demonstrations	
	Sponsorship Graphics	
	Advertising Materials for Printed Programs	
Friday, 22 December	Lead Retrieval – Late Advance	
Monday, 25 December	SPIE Office Closed	
Tuesday, 27 December	Advanced Freight Warehouse Receiving Starts Advanced Hanging Signs to Warehouse Receiving Starts	
Friday, 29 December	Freeman Online Discount Price	
Friday, 29 December	Laser Safety Check Request	
	Certificate of Insurance	
	Booth Activity Request	
	Island-Peninsula Display Diagrams	
	Exhibitor Appointed Contractor	
Monday, 1 January	SPIE Office Closed	
Friday, 5 January	Hotel Reservations Deadline	
	Computer/Audio Visual Services	
Friday, 12 January	Security Services	
Monday, 15 January	SPIE Office Closed	
Tuesday, 16 January	Telephone/Internet Services	
Thursday, 18 January	Advanced Freight Warehouse Receiving Ends	
	Hanging Signs Shipping to Warehouse Ends	