

EXHIBITOR CHECKLIST & DEADLINES

Return the forms by the deadlines to save money and avoid paying premium prices for late orders.

Order Form Deadline for discounts	Item	Completed
Date	Event	Time
As soon as possible	Hotel Accommodation	08:00 – 17:00
11 February 2024	Platinum, Gold and Silver Sponsors only Sponsorships/Logo Queries e-mail eliseg@spie.org	08:00 – 17:00
	Platinum Confirm if sending Coffee Break promotional materials (Cups, napkins, sleeves)- see specs here Confirm to eliseg@spie.org	08:00 – 17:00
13 February 2024	Company Descriptions for Onsite Exhibition Guide	08:00 – 17:00
	Exhibitor Product Demos	
	Platinum Sponsors only Send proof of Conference Giveaway to eliseg@spie.org	08:00 – 17:00
11 March 2024	Audio Visual	08:00 – 17:00
	Booth Activity Request Form	
	Catering	
	Electricity and Lighting	
	Floral	
	Furniture	
	Graphics and Signage	
	Booth Panel Graphics	
	Internet	
	Insurance	
	Stand Cleaning	
	Suspended Signage	
	TV Monitors	
23 March 2024	Freight and Shipment Order Form	08:00 – 17:00
6 April 2024	Platinum Sponsors only <i>All sponsorship materials including Giveaways must arrive at Strasbourg Convention and Exhibition Centre.</i>	08:00 – 17:00