

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

Order Form Deadline	Item	Completed
JUNE		
19	SPIE Office Closed	
28	Exhibitor Registration Opens	
AUGUST		
9	Advertising Insertion Order	
16	Advertising Materials for Printed Program	
26	First day to receive advance freight	
30	Hotel Reservation Deadline	
SEPTEMBER		
2	SPIE Office Closed Booth Activity Request Certificate of Insurance (Sample)	
6	Computer/AV Order	
13	Furniture Custom Booth Rentals Furniture Packages Carpet Booth Cleaning Signs & Banners Cartload Service Authorization to Provide Material Handling Services Material Handling Display Installation & Dismantling Labor Outbound Shipping Third Party Authorization Non-Official Contractor Electrical Plants/Floral	
20	Affiliate Space Request	
26	Last day for advance warehouse to receive shipments	
30	Move-in Hours of Operation First day for show site shipments	
October		
2	Move-Out Hours of Operation	