



CELEBRATE  
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DIA 2014 50<sup>TH</sup> ANNUAL MEETING

JUNE 15-19 | SAN DIEGO, CA



## Deadline Checklist

- April 16, 2014 *Wednesday* Tier 1 early-bird price deadline for [lead retrieval](#) (*Experient*)
- April 22, 2014 *Tuesday* Company summary and services information to be included in the DIA 2014 50<sup>th</sup> Annual Meeting final program due to *J. Spargo & Associates*  
[Log into http://events.jspargo.com/dia14/public/e\\_Login.aspx](http://events.jspargo.com/dia14/public/e_Login.aspx)
- May 9, 2014 *Friday* [Exhibit Personnel Registrations](#) due to *D/A* in order to be included in the printed Advance Registration Attendee List.
- May 15, 2014 *Thursday* [EAC Notification](#) form due to *D/A*.
- May 16, 2014 *Friday* Tier 2 early-bird price deadline for [lead retrieval](#) (*Experient*)
- May 22, 2014 *Thursday* [Freeman](#) discount price deadline (furnishings, carpeting, graphics, labor, booth cleaning, rigging, electrical)
- May 23, 2014 *Friday* [Catering](#) order form due to *Centerplate/San Diego Convention Center Catering Department*
- May 29, 2014 *Thursday* [Internet / Telephone](#) incentive order deadline (*Smart City*)
- June 4, 2014 *Wednesday* Last day for Advance Freight shipments to arrive at the warehouse without a surcharge
- June 6, 2014 *Friday* [Audio/visual](#) order deadline (*AV Concepts*)
- June 14, 2014 *Saturday* Direct shipments to exhibit site may begin arriving at 9:00AM
- June 16, 2014 *Monday* ALL EXHIBITS MUST BE SET BY 8:00AM; EXHIBITS OPEN AT 9:30AM
- June 18, 2014 *Wednesday* ALL EXHIBITOR MATERIALS MUST BE REMOVED BY 10:00PM