



Exhibitor Logistics Deadline Checklist

<input type="checkbox"/>	Thursday, April 6	Early Discount Deadline for Lead Retrieval (CDS)
<input type="checkbox"/>	Thursday, April 20	Exhibitor Logistics Webinar @ 11am ET – View Slides or Watch the Recording
<input type="checkbox"/>	Friday, April 28	Deadline to earn Hotel Booking Points and Sponsorship Points for DIA 2024 Booth Selection Order
<input type="checkbox"/>	Friday, April 28	Guest Names for Hotel Bookings due to onPeak Deadline to cancel or modify Hotel Reservations without penalty
<input type="checkbox"/>	Monday, May 15	Company Information & Description Due – Login Here (Swapcard)
<input type="checkbox"/>	Thursday, May 18	Advance Discount Deadline for Lead Retrieval (CDS)
<input type="checkbox"/>	Friday, May 19	DIA Standard Rate Deadline for Attendee Registration
<input type="checkbox"/>	Thursday, May 25	Freeman begins to accept crated, boxed, or skidded materials at the Advanced Warehouse
<input type="checkbox"/>	Friday, May 26	Discount Price Deadline for Freeman Services (Furniture, Carpet, Labor, Air, Gas, Cleaning, etc.)
<input type="checkbox"/>	Friday, May 26	Detailed Floor Plans due from exhibitors occupying an island, split island, peninsula, modified peninsula exhibit booth space
<input type="checkbox"/>	Friday, May 26	Exhibitor Appointed Contractor Information Due
<input type="checkbox"/>	Friday, May 26	Proof of Insurance Due
<input type="checkbox"/>	Thursday, June 1	Exhibit Personnel Registrations due in order to be included in the Advance Registration Attendee List
<input type="checkbox"/>	Friday, June 2	Catering Orders Due (Levy)
<input type="checkbox"/>	Friday, June 2	Advance Rate Deadline for AV Equipment (SPL)
<input type="checkbox"/>	Monday, June 5	Discount Price Deadline for BCEC Exhibitor Services (Electric, Telephone, Internet, Rigging Plumbing, and Security)
<input type="checkbox"/>	Friday, June 9	Deadline to Reserve Hotel Rooms at Exclusive Rates (onPeak)
<input type="checkbox"/>	Friday, June 16	Last day for Advance Freight shipments to arrive at the warehouse without a surcharge (Freeman)
<input type="checkbox"/>	Friday, June 16	Deadline to order Booth Floral (Stapleton Floral)
<input type="checkbox"/>	Thursday, June 22	Last Day for Exhibitor Personnel Registration and changes. After this date all changes will be processed onsite.
<input type="checkbox"/>	Saturday, June 24	Direct Shipments to the Boston Convention & Exhibition Center may begin arriving
<input type="checkbox"/>	Sunday, June 25	All Exhibits must be set by 5pm
<input type="checkbox"/>	Monday, June 26	Exhibit Hall opens at 11:30am (View Schedule)
<input type="checkbox"/>	Wednesday, June 28	Exhibit Hall closes at 4:00pm – Dismantle begins
<input type="checkbox"/>	Thursday, June 29	All Exhibitor Materials must be removed by 11am