



# EXHIBIT LOGISTICS DEADLINE CHECKLIST

# DIA 2016

JUNE 26-30  
PHILADELPHIA, PA

A GATHERING OF GLOBAL PERSPECTIVES

- April 22, 2016  
*Friday* Company summary and services information to be included in the Final Program due to [SPARGO](#).
- May 1, 2016  
*Sunday* Tier 1 early-bird price deadline for [lead retireval](#) (*Experient*)
- May 16, 2016  
*Monday* Island booth floor plans due for approval ([SPARGO](#))
- May 16, 2016  
*Monday* Tier 2 early-bird price deadline for [lead retireval](#) (*Experient*)
- May 16, 2016  
*Monday* Artwork deadline for Marketing & Industry Support Opportunities
- May 20, 2016  
*Friday* [EAC Notification](#) form due to *DIA*.
- May 20, 2016  
*Friday* [Exhibit Personnel Registrations](#) due to *DIA* in order to be included in the printed Advance Registration Attendee List.
- June 1, 2016  
*Wednesday* [Electrical](#), [Plumbing](#), [Internet](#), [Telephone](#), and [AV](#) incentive order deadline (*PCC/SMG*)
- June 2, 2016  
*Thursday* [Freeman](#) discount price deadline (furnishings, carpeting, graphics, labor, etc.)
- June 2, 2016  
*Thursday* [Show Package](#) form due (*Freeman*)
- June 10, 2016  
*Friday* [Catering](#) order form due to *Aramark*
- June 16, 2016  
*Thursday* Last day for Advance Freight shipments to arrive at the warehouse without a surcharge
- June 23, 2016  
*Thursday* Last day for [Exhibit Personnel Registrations](#) and changes to DIA. Any registrations or changes after June 23 will be processed onsite.
- June 25, 2016  
*Saturday* Direct shipments to exhibit site may begin arriving at 9:00 AM
- June 27, 2016  
*Monday* ALL EXHIBITS MUST BE SET BY 8:00 AM; EXHIBITS OPEN AT 9:30 AM
- June 30, 2016  
*Thursday* ALL EXHIBITOR MATERIALS MUST BE REMOVED BY 11:00 AM

Updated: April 13, 2016