



Exhibit Logistics Deadline Checklist

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|--------------------------|----------------------------------|---|
| <input type="checkbox"/> | April 14, 2017
<i>Friday</i> | Company summary and services information to be included in the Final Program due to SPARGO . |
| <input type="checkbox"/> | April 24, 2017
<i>Monday</i> | Tier 1 early-bird price deadline for lead retrieval (<i>Experient</i>) |
| <input type="checkbox"/> | May 8, 2017
<i>Monday</i> | Exhibit Personnel Registrations due to <i>DIA</i> in order to be included in the printed Advance Registration Attendee List. |
| <input type="checkbox"/> | May 9, 2017
<i>Tuesday</i> | Tier 2 early-bird price deadline for lead retrieval (<i>Experient</i>) |
| <input type="checkbox"/> | May 12, 2017
<i>Friday</i> | Artwork deadline for Marketing & Industry Support Opportunities |
| <input type="checkbox"/> | May 15, 2017
<i>Monday</i> | Island booth floor plans due for approval (SPARGO) |
| <input type="checkbox"/> | May 19, 2017
<i>Friday</i> | EAC Notification form due to <i>DIA</i> . |
| <input type="checkbox"/> | May 26, 2017
<i>Friday</i> | Freeman discount price deadline |
| <input type="checkbox"/> | May 26, 2017
<i>Friday</i> | Show Package form due (<i>Freeman</i>) |
| <input type="checkbox"/> | May 26, 2017
<i>Friday</i> | Catering order form due to <i>SAVOR...Chicago</i> |
| <input type="checkbox"/> | June 1, 2017
<i>Thursday</i> | Internet and Telecommunications incentive order deadline (<i>McCormick Place/SMG</i>) |
| <input type="checkbox"/> | June 1, 2017
<i>Thursday</i> | Audio/Visual and Computer Rental incentive order deadline (<i>StageRight</i>) |
| <input type="checkbox"/> | June 9, 2017
<i>Friday</i> | Last day for Advance Freight shipments to arrive at the warehouse without a surcharge |
| <input type="checkbox"/> | June 15, 2017
<i>Thursday</i> | Last day for Exhibit Personnel Registrations and changes to DIA. Any registrations or changes after June 15 will be processed onsite. |
| <input type="checkbox"/> | June 16, 2017
<i>Friday</i> | Direct shipments to exhibit site may begin arriving at 9:00 AM |
| <input type="checkbox"/> | June 19, 2017
<i>Monday</i> | ALL EXHIBITS MUST BE SET BY 8:00AM; EXHIBITS OPEN AT 10:00AM |
| <input type="checkbox"/> | June 22, 2017
<i>Thursday</i> | ALL EXHIBITOR MATERIALS MUST BE REMOVED BY 11:00AM |