



# DIA 2019

GLOBAL ANNUAL MEETING  
SAN DIEGO | JUNE 23-27

## Exhibitor Logistics Deadline Checklist

[DIAglobal.org/DIA2019](http://DIAglobal.org/DIA2019)

- March 29, 2019  
*Friday* Guest names for hotel bookings due to [onPeak](#).
- April 12, 2019  
*Friday* Company summary and services information to be included in the Final Program due to [SPARGO](#).
- April 30, 2019  
*Tuesday* Tier 1 early-bird price deadline for [lead retrieval](#) ([Experient](#))
- May 10, 2019  
*Friday* [Exhibit Personnel Registrations](#) due to [DIA](#) in order to be included in the Advance Registration Attendee List.
- May 13, 2019  
*Monday* Artwork deadline for Marketing & Industry Support Opportunities
- May 15, 2019  
*Wednesday* Tier 2 early-bird price deadline for [lead retrieval](#) ([Experient](#))
- May 17, 2019  
*Friday* Island booth floor plans due for approval ([SPARGO](#))
- May 24, 2019  
*Friday* [EAC Notification](#) form due to [DIA](#).
- May 24, 2019  
*Friday* [Catering](#) incentive order deadline ([Centerplate](#))
- May 30, 2019  
*Thursday* [Freeman](#) discount price deadline
- May 30, 2019  
*Thursday* [Show Package](#) form due ([Freeman](#))
- June 5, 2019  
*Wednesday* [Booth Cleaning](#) incentive order deadline ([SDCCC](#))
- June 7, 2019  
*Friday* [Internet, Telephone, and Cable TV](#) incentive order deadline ([Smart City Networks](#))
- June 7, 2019  
*Friday* [Plant and Floral](#) incentive order deadline ([Urban Jungle](#))
- June 7, 2019  
*Friday* [Audio Visual and Computer Rental](#) incentive order deadline ([Expert'ease](#))
- June 14, 2019  
*Friday* Last day for Advance Freight shipments to arrive at the warehouse without a surcharge
- June 20, 2019  
*Thursday* Last day for [Exhibit Personnel Registrations](#) and changes to DIA. Any registrations or changes after June 21 will be processed onsite.
- June 22, 2019  
*Saturday* Direct shipments to exhibit site may begin arriving at 8:00 AM
- June 24, 2019  
*Monday* ALL EXHIBITS MUST BE SET BY 8:00AM; EXHIBITS OPEN AT 10:00AM
- June 27, 2019  
*Thursday* ALL EXHIBITOR MATERIALS MUST BE REMOVED BY 11:00AM

Updated: March 15, 2019