



Exhibitor Logistics Important Dates & Deadlines

- Thursday, March 31 Early Discount Deadline for [Lead Retrieval](#) (CDS)
- Wednesday, April 6 DIA 2022 Exhibitor Logistics Webinar → Register [Here](#) | View [PDF Slides](#)
- Friday, April 22 [Exhibitor Directory Listing Form](#) Due
- Friday, April 29 Deadline to earn Hotel Booking Points and Sponsorship Points for [DIA 2023 Booth Selection Order](#)
- Friday, April 29 Guest Names for Hotel Bookings due to [OnPeak](#)
Deadline to cancel or modify Hotel Reservations without penalty
- Thursday, May 12 Advance Discount Deadline for [Lead Retrieval](#) (CDS)
- Friday, May 13 DIA Standard Rate Deadline for [Attendee Registration](#)
- Thursday, May 19 Freeman begins to accept crated, boxed, or skidded materials at the Advanced Warehouse
- Monday, May 23 [Exhibit Personnel Registrations](#) due to DIA in order to be included in the Advance Registration Attendee List
- Monday, May 23 Discount Price Deadline for [Freeman Services](#)
(Furniture, Carpet, Labor, Rigging, Electric, Plumbing, Air, Gas, Cleaning, etc.)
- Monday, May 23 [Booth Giveaway Form](#) Due
[Recruiting Promotion Form](#) Due
- Friday, May 27 [Detailed Floor Plans](#) due from exhibitors occupying an island, split island, peninsula, modified peninsula exhibit booth space, submit via email to DIA@Smithbucklin.com
- Friday, May 27 [Exhibitor Appointed Contractor Information](#) Due
- Friday, May 27 [Proof of Insurance](#) Due
- Tuesday, May 31 Catering Orders Due (*Savor*) View [Menu](#) | Download [Order Form](#)
- Tuesday, May 31 Floral Advance Order Deadline (*Floral Exhibits*) View [Brochure](#) | Download [Order Form](#)
- Thursday, June 2 Discount Price Deadline for McCormick Place [Internet and Telephone Orders](#)
- Friday, June 3 Discount Price Deadline for [Audio Visual Orders](#) (SPL)
- Friday, June 10 Last day for Advance Freight shipments to arrive at the warehouse without a surcharge (*Freeman*)
- Thursday, June 16 Last Day of [Exhibitor Personnel Registration](#) and changes to DIA. After this date all changes will be processed onsite.
- Saturday, June 18 Direct Shipments to McCormick Place may begin arriving
- Sunday, June 19 All Exhibits must be set by 5pm
- Monday, June 20 Exhibit Hall opens at 11am (View [Schedule](#))
- Wednesday, June 22 Exhibit Hall closes at 4:30pm – Dismantle begins
- Thursday, June 23 All Exhibitor Materials must be removed by 11am