

Important Dates and Deadlines

□ Thursday, March 20	Early Discount Deadline for Lead Retrieval (Maritz)
□ Friday, April 25	Deadline to earn Hotel Booking Points and Sponsorship Points for DIA 2025 Booth Selection Order
□ Friday, April 25	Guest Names for Hotel Bookings due to onPeak Deadline to cancel or modify Hotel Reservations without penalty
□ Monday, May 1	Advance Discount Deadline for Lead Retrieval (Maritz)
□ Thursday, May 15	Freeman begins to accept crated, boxed, or skidded materials at the Advanced Warehouse
□ Thursday, May 15	DIA Standard Rate Deadline for Attendee Registration
□ Thursday, May 15	Deadline for Exhibitor Personnel Registration in order to be included on the Advanced Attendee List and Access to Mobile App upon launch
□ Thursday, May 15	Deadline for Company Profile to be complete prior to the Mobile App Launch (Swapcard)
□ Friday, May 16	Detailed Floor Plans due from exhibitors occupying an island, split island, peninsula, or modified peninsula exhibit booth space
□ Friday, May 16	Exhibitor Appointed Contractor Information Due
□ Friday, May 16	Proof of Insurance Due
□ Friday, May 16	Advance Rate Deadline for AV Equipment (SPL)
□ Monday, May 19	Discount Price Deadline for Freeman Services (Material Handling, Furniture, Carpet, Labor, and More)
□ Week of May 19	Mobile App will be launched to all registered attendees
□ Week of May 19	Attendee List will be available to Exhibiting Companies
□ Friday, May 23	Deadline to Reserve Hotel Rooms at Exclusive Rates (onPeak)
□ Friday, May 30	Catering Orders Due (Aramark)
□ Thursday, May 22	Incentive Pricing Deadline for Internet & Telephone orders (SmartCity)
□ Thursday, May 22	Incentive Pricing Deadline for Electric , Rigging , and Plumbing orders (HiTech Electric)
□ Friday, May 30	AV Equipment Orders Due (SPL)
□ Monday, June 9	Last day for Advance Freight shipments to arrive at the warehouse without a surcharge (Freeman)
□ Friday, June 13	Last Day for Exhibitor Personnel Registration and changes. After this date all changes will be processed onsite.
□ Saturday, June 14	Direct Shipments to the Walter E. Washington Convention Center may begin arriving
□ Sunday, June 15	All Exhibits must be set by 6pm
□ Sunday, June 15	Attend the Networking Reception at Planet Word Learn More
□ Monday, June 16	Exhibit Hall opens at 10:00am (View Schedule)
□ Wednesday, June 18	Exhibit Hall closes at 4:00pm – Dismantle begins
□ Thursday, June 19	All Exhibitor Materials must be removed by 11am