



DIA 2018

GLOBAL ANNUAL MEETING
driving insights to action

BOSTON | JUNE 24-28
DIAglobal.org/DIA2018

Exhibitor Logistics Deadline Checklist

- March 30, 2018
Friday Guest names for hotel bookings due to [onPeak](#).
- April 13, 2018
Friday Company summary and services information to be included in the Final Program due to [SPARGO](#).
- April 30, 2018
Monday Tier 1 early-bird price deadline for [lead retrieval](#) ([Experient](#))
- May 11, 2018
Friday [Exhibit Personnel Registrations](#) due to [DIA](#) in order to be included in the Advance Registration Attendee List.
- May 14, 2018
Monday Artwork deadline for Marketing & Industry Support Opportunities
- May 15, 2018
Tuesday Tier 2 early-bird price deadline for [lead retrieval](#) ([Experient](#))
- May 18, 2018
Friday Island booth floor plans due for approval ([SPARGO](#))
- May 25, 2018
Friday [EAC Notification](#) form due to [DIA](#).
- June 1, 2018
Friday [Freeman](#) discount price deadline
- June 1, 2018
Friday [Show Package](#) form due ([Freeman](#))
- June 1, 2018
Friday [Catering](#) incentive order deadline ([Levy Restaurants](#))
- June 4, 2018
Monday [Electrical, Telephone, Internet, Rigging, Plumbing & Security Services](#) incentive order deadline ([BCEC/Signature Boston](#))
- June 8, 2018
Friday [Audio Visual and Computer Rental](#) incentive order deadline ([Expert'ease](#))
- June 10, 2018
Sunday [Plant and Floral](#) incentive order deadline ([Urban Jungle](#))
- June 13, 2018
Wednesday Last day for Advance Freight shipments to arrive at the warehouse without a surcharge
- June 21, 2018
Thursday Last day for [Exhibit Personnel Registrations](#) and changes to DIA. Any registrations or changes after June 21 will be processed onsite.
- June 23, 2018
Saturday Direct shipments to exhibit site may begin arriving at 8:00AM
- June 25, 2018
Monday ALL EXHIBITS MUST BE SET BY 8:00AM; EXHIBITS OPEN AT 10:00AM
- June 28, 2018
Thursday ALL EXHIBITOR MATERIALS MUST BE REMOVED BY 11:00AM

Updated: March 27, 2018