



Exhibitor Logistics Deadline Checklist

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| □ | Thursday, March 21 | Early Discount Deadline for Lead Retrieval (CDS) |
| □ | Tuesday, March 26 | Exhibitor Logistics Webinar @ 1pm ET – Watch Recording View Slides |
| □ | Friday, March 29 | DIA Early Bird Deadline for Sunday Networking Reception aboard the USS Midway! |
| □ | Friday, April 12 | DIA Advance Rate Deadline for Attendee Registration |
| □ | Week of April 22 | Mobile App will be launched to Exhibit Contacts to submit company description & graphics (Swapcard) |
| □ | Wednesday, April 24 | Mobile App Webinar @ 11am ET – Register Here |
| □ | Friday, April 26 | Deadline to earn Hotel Booking Points and Sponsorship Points for DIA 2025 Booth Selection Order |
| □ | Friday, April 26 | Guest Names for Hotel Bookings due to onPeak Deadline to cancel or modify Hotel Reservations without penalty |
| □ | Thursday, May 9 | Advance Discount Deadline for Lead Retrieval (CDS) |
| □ | Monday, May 13 | Freeman begins to accept crated, boxed, or skidded materials at the Advanced Warehouse |
| □ | Wednesday, May 15 | Company Information & Description Due (Swapcard) |
| □ | Wednesday, May 15 | DIA Standard Rate Deadline for Attendee Registration |
| □ | Wednesday, May 15 | Deadline for Exhibitor Personnel Registration in order to be included on the Advanced Attendee List and Access to Mobile App upon launch |
| □ | Friday, May 17 | Detailed Floor Plans due from exhibitors occupying an island, split island, peninsula, modified peninsula exhibit booth space |
| □ | Friday, May 17 | Exhibitor Appointed Contractor Information Due |
| □ | Friday, May 17 | Best in Show New Product Competition Submission Due |
| □ | Monday, May 20 | Discount Price Deadline for Freeman Services (<i>Material Handling, Furniture, Carpet, Labor, Air, Gas, Electric etc.</i>) |
| □ | Monday, May 20 | Advance Rate Deadline for AV Equipment (SPL) |
| □ | Week of May 20 | Mobile App will be launched to all registered attendees |
| □ | Week of May 20 | Attendee List will be available to Exhibiting Companies |
| □ | Friday, May 24 | Proof of Insurance Due |
| □ | Wednesday, May 29 | Deadline to Reserve Hotel Rooms at Exclusive Rates (onPeak) |
| □ | Friday, May 31 | Catering Orders Due (Sodexo Live!) |
| □ | Friday, May 31 | Incentive Pricing Deadline for Booth Cleaning orders (SDCC) |
| □ | Friday, May 31 | Incentive Pricing Deadline for Internet & Telephone orders (SmartCity) |
| □ | Friday, May 31 | AV Equipment Orders Due (SPL) |
| □ | Thursday, June 6 | Last day for Advance Freight shipments to arrive at the warehouse without a surcharge (Freeman) |
| □ | Friday, June 14 | Last Day for Exhibitor Personnel Registration and changes. After this date all changes will be processed onsite. |
| □ | Friday, June 15 | Direct Shipments to the San Diego Convention Center may begin arriving |
| □ | Sunday, June 16 | All Exhibits must be set by 6pm |
| □ | Monday, June 17 | Exhibit Hall opens at 10:00am (View Schedule) |
| □ | Wednesday, June 19 | Exhibit Hall closes at 3:30pm – Dismantle begins |
| □ | Thursday, June 20 | All Exhibitor Materials must be removed by 11am |