

DEADLINE CHECKLIST

This checklist may not include all deadlines - please refer to all other deadlines from official service contractors on their individual order forms or by contacting the appropriate contractor directly.

<input type="checkbox"/> May 27	Early-bird exhibit booth registration ends
<input type="checkbox"/> May 29	Final day to submit all housing details/reservations for each room reserved
<input type="checkbox"/> May 31	Company logo due Unused/unassigned rooms will be released
<input type="checkbox"/> June 7	Function space request forms due Draft for full page advertisement due* Draft for VIP demo speaker info and description due*
<input type="checkbox"/> June 10 (subject to change)	Advance shipment receiving with Alliance Exposition
<input type="checkbox"/> June 14	Company specialties/services due Draft for pre/post conference attendee emails due Proof of conference bag insert due* Draft for push notifications due* Draft for mobile app banner ads due* Draft for kiosk banner ads due* Draft for conference daily briefing banner ads due* Draft for video file due*
<input type="checkbox"/> June 15	\$100 Orchid Events hotel room cancellation fee goes into effect Advance order discount deadline with Alliance Exposition (date subject to change)
<input type="checkbox"/> June 21	Last day to make hotel reservation modifications and cancellations with Orchid Events Final pre/post conference attendee emails due Final conference advertisement due* Final VIP demo speaker info and description due* Final push notifications due* Final mobile app banner ads due* Final kiosk banner ads due* Final conference daily briefing banner ads due* Passport questions due* Final video file due*
<input type="checkbox"/> June 24	Final day to cancel conference registrations and receive a refund (minus \$50 administrative fee)
<input type="checkbox"/> June 27	Final day to complete complimentary & additional badge registrations through online portal
<input type="checkbox"/> June 28	Final day to submit 100% booth & sponsorship payment
<input type="checkbox"/> July 1	Deadline to receive advanced rates for a/v, internet/telephone services, and electricity
<input type="checkbox"/> July 9 (subject to change)	ADVANCE WAREHOUSE SHIPMENT DEADLINE (includes bag inserts)
<input type="checkbox"/> July 15	Exhibits MUST be operational by 7:00 am (unless a variance is requested by emailing Lee-Anne Gabrielli)

*Only applicable if sponsorship is purchased