

CEDIA EXPO 2008 - Deadline Checklist

Date Due	Done ✓	To Do
January 25, 2008		First payment deadline - 25% non-refundable deposit due
January 31, 2008		Renew your CEDIA Membership by this date to receive member pricing for your booth. If you do not renew your membership, and your invoice was created in 2007 at the member rate, please note a second invoice will be created for the difference in the member and non-member rates
March 17, 2008		Begin scheduling press conferences
April 11, 2008		Second payment deadline - 50% of total invoice due
May 9, 2008		Manufacturers' Excellence Awards entries due
June 2, 2008		Exhibitor registration opens
June 4, 2008		EXPO Show Directory Advertising Materials due (for advertisers only)
June 12, 2008		Deadline to update Show Directory listing for print version
July 1, 2008		Deadline to downsize booth size without penalty or cancel exhibit space with partial refund
July 1, 2008		First date to request pre-registered, opt-in attendee list for pre-show marketing
July 1, 2008		PR Request Form Due
July 2, 2008		Show Daily Advertising
July 7, 2008		Last day to cancel any room reservations without penalty
July 25, 2008		Final payment deadline - 100% of total invoice due
July 25, 2008		Show Daily Product Releases due
August 1, 2008		Pre/Post-Show Hours Events & Meetings form due
August 1, 2008		PR Summary Form due
August 1, 2008		Pre-Show Product Showcase Opens
August 4, 2008		Champion order forms - Carpet (Prestige), Material Handling Questionnaire, EAC notification form and proof of insurance due
August 7, 2008		Booth Security form due
August 8, 2008		Lead Retrieval order form due
August 8, 2008		Audio/Visual Order deadline
August 11, 2008		Custom Exhibit Rental
August 15, 2008		The following Colorado Convention Center order forms are due to receive discount pricing: Electrical, Internet, Telephone, Compressed Air/Water/Drain
August 15, 2008		DirecTV / Live Feed orders due
August 18, 2008		Floral order form due
August 18, 2008		Champion order forms - Carpet (Standard), Furniture & Accessories, Tables, Third-Party Payment Authorization, Booth Labor, Rigging & Forklift, Hanging Ceiling Signs, Booth Cleaning
August 22, 2008		Computer Rental forms due
August 25, 2008		Last day for freight to be received at warehouse without incurring late fees
August 25, 2008		Booth Catering order forms due
August 28, 2008 at 5pm PST		Exhibitor badge registration closes (<i>badges are not mailed prior to EXPO, but must be picked up at Exhibitor Registration beginning September 1</i>)
September 1, 2008		First day of Direct Freight Acceptance at Colorado Convention Center
October 31, 2008		Last date to request post-show attendee list for post-show follow-up