

web2.0 EXPO

WEB 2.0 EXPO SAN FRANCISCO 2009

IMPORTANT DEADLINE CHECKLIST

<u>DEADLINE</u>	<u>TASK</u>	<u>REQUIRED/OPTIONAL</u>
As Soon As Possible	Company Description Due	
As Soon As Possible	Company Logo for Printed Materials Due	
December 22 nd	90-Day Web Banner Artwork Due	<i>Diamond Sponsors</i>
January 26 th	60-Day Web Banner Artwork Due	<i>Platinum Sponsors</i>
February 6 th	Program Guide Ad Due	<i>Diamond, Platinum Sponsors Only</i>
February 26 th	Early conference registration discount expires	Optional
February 27 th	Deadline for all booth variance requests	REQUIRED
February 27 th	Press list is available	
March 2 nd	Advanced warehouse to begin receiving shipments	Optional
March 2 nd	Last day to provide Exhibitor Appointed Non-Official Service Contractor information	
March 6 th	Signed Acknowledgement of Rules and Regulations Due	REQUIRED
March 9 th	Deadline to order custom booth graphics at discounted pricing	Optional
March 10 th	Book individual/group hotel reservations	Optional
March 16 th	Deadline to order furniture & accessories at discounted pricing	
March 16 th	Deadline to order carpet (standard) at discounted pricing	
March 16 th	Deadline to order tables, counters, & drapery at discounted pricing	
March 16 th	Deadline to order booth labor at discounted pricing	
March 16 th	Deadline to order booth cleaning & porter service at discounted pricing	
March 16 th	Deadline to order rigging & forklift at discounted pricing	
March 16 th	Deadline to order Lead Retrieval at discount pricing	
March 16 th	Deadline to order Networking at discount pricing	
March 16 th	New product announcement due	
March 16 th	Deadline to order security at discount pricing	
March 20 th	Deadline to order telecommunications at discount pricing	
March 20 th	Deadline for discounted pricing for audio visual	
March 23 rd	Last day to receive shipments at advance warehouse	
March 24 th	Deadline to submit exhibitor badge registrations online	
March 24 th	Deadline to submit complimentary conference registrations online	Sponsors Only
March 30 th	Shipping to show site begins	