

web2.0 E X P O

WEB 2.0 EXPO SAN FRANCISCO 2010

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	
As Soon As Possible	Book individual/group hotel reservations	Optional
As Soon As Possible	90-Day Web Banner Artwork Due	<i>Diamond Sponsors</i>
March 5 th	60-Day Web Banner Artwork Due	<i>Platinum Sponsors</i>
March 15 th	Program Guide Ad Due	<i>Diamond, Platinum Sponsors Only</i>
March 26 th	Deadline for all booth variance requests	REQUIRED
March 26 th	Read Rules and Regulations by 3/26/10	REQUIRED
March 26 th	Signed Acknowledgement of Rules and Regulations Due	REQUIRED
April 2 nd	Advanced warehouse to begin receiving shipments	Optional
April 3 rd	Press list is available	
April 4 th	Deadline to order prestige carpet (standard carpet due 4/16/10)	
April 9 th	Deadline to order custom booth graphics at discounted pricing	Optional
April 16 th	Deadline to order furniture & accessories at discounted pricing	
April 16 th	Deadline to order carpet (standard) at discounted pricing	
April 16 th	Deadline to order tables, counters, & drapery at discounted pricing	
April 16 th	Deadline to order booth labor at discounted pricing	
April 16 th	Deadline to order booth cleaning & porter service at discounted pricing	
April 16 th	Deadline to order rigging & forklift at discounted pricing	
April 16 th	Deadline to order Lead Retrieval at discount pricing	
April 16 th	Deadline to order Networking at discount pricing	
April 16 th	New product announcement due	
April 16 th	Deadline to order security at discount pricing	
April 16 th	Deadline to submit exhibitor badge registrations online	
April 16 th	Early conference registration discount expires	Optional
April 16 th	Deadline to submit complimentary conference registrations online	Sponsors Only
April 19 th	Deadline to order telecommunications at discount pricing	
April 23 rd	Last day to provide Exhibitor Appointed Non-Official Service Contractor information	
April 23 rd	Deadline for discounted pricing for audio visual	
April 23 rd	Last day to receive shipments at advance warehouse	
May 2 nd	Shipping to show site begins	