

web2.0 E X P O

IMPORTANT DEADLINE CHECKLIST WEB 2.0 EXPO NEW YORK 2010

<u>DEADLINE</u>	<u>TASK</u>	<u>REQUIRED/OPTIONAL</u>
June 25, 2010	90-Day Web Banner Artwork Due	<i>Diamond Sponsors</i>
As soon as possible	Company Description Due	
July 27, 2010	60-Day Web Banner Artwork Due	<i>Platinum Sponsors</i>
August 2, 2010	Company Logo for Printed Materials Due	
August 2, 2010	Program Guide Ad Due	<i>Diamond, Platinum Sponsors Only</i>
August 20, 2010	Deadline for all booth variance requests	REQUIRED
August 20, 2010	Signed Acknowledgement of Rules and Regulations Due	REQUIRED
August 27, 2010	Advanced warehouse to begin receiving shipments	
August 27, 2010	Last day to provide Exhibitor Appointed Non-Official Service Contractor information	
August 27, 2010	Press list is available	
September 3, 2010	Book individual/group hotel reservations to receive guaranteed room rate	
September 6, 2010	Deadline to order custom booth graphics at discounted pricing	
September 6, 2010	Deadline to order specialty furniture at discounted pricing	<i>10x10 or larger booths</i>
September 9, 2010	Early conference registration discount expires	
September 10, 2010	New product announcement due	
September 13, 2010	Deadline to order furniture & accessories at discounted pricing	
September 13, 2010	Deadline to order carpet (standard) at discounted pricing	<i>10x10 or larger booths (Not Required)</i>
September 13, 2010	Deadline to order tables, counters, & drapery at discounted pricing	<i>10x10 or larger booths</i>
September 13, 2010	Deadline to order booth labor at discounted pricing	
September 13, 2010	Deadline to order forklift labor at discounted pricing	
September 15, 2010	Deadline to order discounted Internet drop from GESi	
September 15, 2010	Deadline to order booth cleaning & porter service at discounted pricing	<i>10x10 or larger booths</i>
September 15, 2010	Deadline to order telecommunications at discount pricing	
September 15, 2010	Deadline to order Electrical Services at discounted pricing	
September 15, 2010	Deadline to order Lead Retrieval at discount pricing	
September 17, 2010	Deadline for discounted pricing for audio visual	
September 17, 2010	Deadline to submit exhibitor badge registrations online	
September 17, 2010	Deadline to submit complimentary conference registrations online	
September 20, 2010	Last day to receive shipments at advance warehouse	
September 27, 2010	Shipping to show site begins	
TBD	Deadline to order security at discount pricing	