

# web2.0 E X P O

## IMPORTANT DEADLINE CHECKLIST WEB 2.0 EXPO NEW YORK 2008

<u>DEADLINE</u>	<u>TASK</u>	<u>REQUIRED/OPTIONAL</u>
As Soon As Possible	90-Day Web Banner Artwork Due	<i>Diamond Sponsors</i>
As soon as possible	Company Description Due	
September 16, 2009	Company Logo for Printed Materials Due	
September 16, 2009	60-Day Web Banner Artwork Due	<i>Platinum Sponsors</i>
September 28, 2009	Program Guide Ad Due	<i>Diamond, Platinum Sponsors Only</i>
October 6, 2009	Deadline for all booth variance requests	REQUIRED
October 6, 2009	Signed Acknowledgement of Rules and Regulations Due	REQUIRED
October 8, 2009	Early conference registration discount expires	
<b>October 9, 2009</b>	<b>Deadline to order FREE internet drop through the InteropNET</b>	
October 12, 2009	Advanced warehouse to begin receiving shipments	
October 16, 2009	Last day to provide Exhibitor Appointed Non-Official Service Contractor information	
October 16, 2009	Press list is available	
October 16, 2009	Book individual/group hotel reservations	
October 26, 2009	Deadline to order custom booth graphics at discounted pricing	
October 30, 2009	Deadline to order specialty furniture at discounted pricing	
October 30, 2009	Deadline to order booth cleaning & porter service at discounted pricing	
October 30, 2009	Deadline to order telecommunications at discount pricing	
November 2, 2009	Deadline to order furniture & accessories at discounted pricing	
November 2, 2009	Deadline to order carpet (standard) at discounted pricing	
November 2, 2009	Deadline to order tables, counters, & drapery at discounted pricing	
November 2, 2009	Deadline to order booth labor at discounted pricing	
November 2, 2009	Deadline to order rigging & forklift at discounted pricing	
November 2, 2009	New product announcement due	
November 3, 2009	Deadline to order Electrical Services at discounted pricing	
November 6, 2009	Deadline to order Lead Retrieval at discount pricing	
November 6, 2009	Deadline for discounted pricing for audio visual	
November 9, 2009	Last day to receive shipments at advance warehouse	
November 9, 2009	Deadline to submit exhibitor badge registrations online	
November 9, 2009	Deadline to submit complimentary conference registrations online	Sponsors Only
November 16, 2009	Shipping to show site begins	
TBD	Deadline to order security at discount pricing	