

DEADLINE SCHEDULE AND CHECKLIST

Date Due	Task	✓
ASAP	Sponsorship Opportunities Available	
Aug. 23, 2019	Exhibitor Sponsored Seminars, New Product Showcase and Scuba Demo Pool deadline for inclusion in the Digital DEMA Show Directory & Onsite materials	
Aug. 23, 2019	Applications Due for Inclusion in the Digital DEMA Show Guide & Business Directory	
Aug. 23, 2019	Digital Show Guide - Company Profile *This information will be used in on-site materials	
Aug. 23, 2019	Exhibitor Housing Block Request Form (Blocks of 10 or More Rooms)	
Aug. 26, 2019	DEMA Show Guide & Business Directory Advertising Reservation	
Aug. 29, 2019	DEMA Show Guide & Business Directory Advertising Materials Due	
Sept. 13, 2019	CompuSystems – Lead Retrieval Orders Due – Early Bird Discount Deadline	
Sept. 20, 2019	Exhibitor Housing Block – (Individual Names Due)	
Sept. 30, 2019	Exhibitor Sponsored Seminars Due for On-Site Signage	
Sept. 30, 2019	CompuSystems – Lead Retrieval Orders Due – Advance Discount Deadline	
Oct. 14, 2019	Registration (Badges) for all Booth Personnel & Attendees – Early Bird Discount	
Oct. 14, 2019	DEMA Awards Party VIP Tables: Reservation Deadline – Limited Availability – First-Come, First-served	
Oct. 14, 2019	Advance Shipments – First Day for Receipt at Warehouse	
Oct. 14, 2019	Notification of Intent to Use an Exhibitor Appointed Contractor and Wristband Request Form Due	
Oct. 14, 2019	The Following Expo Group Order Forms are Due by This Date to Receive Advanced Discount Pricing: Furnishing & Accessories, Carpet, Booth Packages, Rental Exhibits, Display Labor, Graphics & Hanging Signs, Cleaning.	
Oct. 18, 2019	DEMA Housing Closes	
Oct. 18, 2019	The Following OCCO Order Forms are Due by This Date to Receive Advanced Discount Pricing: Electrical, Plumbing, Gas, Cable TV, Rigging	
Oct. 18, 2019	PRG A/V Orders – Advanced Discount Deadline	
Oct. 23, 2019	Booth Security - Advanced Discount Deadline	
Oct. 28, 2019	Silent Auction Online Registration Due	
Oct. 30, 2019	Rosen Centre and DoubleTree Hotel: Hospitality Function & Room Requests Due	
Oct. 30, 2019	Centerplate Booth Catering Orders Due	
Oct. 30, 2019	Cash & Carry Sales: Register with the Florida Department of Revenue	
Nov. 1, 2019	ExpoEase Plant/Floral and Photography – Advance Discount Deadline	
Nov. 1, 2019	New Product Showcase Reservations Due for On-Site Signage	
Nov. 7, 2019	Advance Shipments – Last Day for Receipt at Warehouse	
Nov. 11-16, 2019	New Product Showcase, Silent Auction Donations & Pool Demonstration – Direct Product Shipments Can Arrive to Convention Center During These Days	
Nov. 12, 2019	New Products, Scuba Pool Products and Silent Auction Donations Due to New Product Showcase Booth by 12:00pm	
Nov. 12, 2019	Exhibit Installation – Complete by 5:00pm	
Nov. 13-16, 2019	DEMA Show 2019 Open, 2020 Show Exhibit Space Appointments	
Nov. 16, 2019	Exhibit Dismantle – Begins 5:00pm	
Nov. 17, 2019	Exhibit Dismantle – Drivers Must Check In by 2:00pm; Completed by 5:00pm	