



This Deadline Checklist has been created to assist you in pre-show ordering and planning your participation as an exhibitor. The dates listed are the absolute latest that forms/online orders can be received to be considered an advance order and receive the vendors' discounts. We recommend you order all services before the dates listed. Use this page as a reminder to yourself to place your orders. Be sure to retain a copy of each order you complete for your records.

DATE	TASK	FORM(S) LOCATION	DONE
Upon Contract	Company Profile Listing *This information will be used on the DEMA Show Website and Mobile app	Promote Your Presence	<input type="checkbox"/>
ASAP	Sponsorship Opportunities	Promote Your Presence	<input type="checkbox"/>
July 24	Exhibitor Sponsored Education & New Product Showcase (Early Pricing)	Promote Your Presence	<input type="checkbox"/>
August 21	Exhibitor Housing Block Request Form (Blocks of 10 or More Rooms)	Online Form	<input type="checkbox"/>
September 15	CompuSystems Early Bird Pricing – Lead Retrieval Orders	Additional Services	<input type="checkbox"/>
September 18	Exhibitor Housing Block: Individual Names Due (Blocks of 10+)	Registration and Hotel/Travel	<input type="checkbox"/>
September 18	Silent Auction Online Registration Due	Online Form	<input type="checkbox"/>
October 2	CompuSystems Advanced Pricing – Lead Retrieval	Additional Services	<input type="checkbox"/>
October 8	New Orleans Ernest N. Morial Convention Center Forms Due Advanced Pricing: Electrical, Plumbing & Gas, Rigging, Internet	Additional Services/Online	<input type="checkbox"/>
October 9	Advance Shipments: First Day for Receipt at Warehouse	Expo Group Services	<input type="checkbox"/>
October 9	Exhibitor Sponsored Seminars Due for On-Site Signage	Promote Your Presence/Online	<input type="checkbox"/>
October 9	New Product Showcase Reservations Due for On-Site Signage	Promote Your Presence/Online	<input type="checkbox"/>
October 9	Booth Security – Advanced Discount Deadline	Additional Services	<input type="checkbox"/>
October 11	Expo Group Advance Pricing Discount: Furnishing & Accessories, Carpet, Booth Packages, Rental Exhibits, Display Labor, Graphics & Hanging Signs, Cleaning	Expo Group Services	<input type="checkbox"/>
October 11	Notification of Intent to Use an Exhibitor Appointed Contractor	Expo Group Services	<input type="checkbox"/>
October 11	New Orleans Marriott (Host Hotel) Event Request Form	Online Form	<input type="checkbox"/>
October 11	Cash & Carry Sales: Register with the Louisiana Department of Revenue	Rules & Regulations	<input type="checkbox"/>
October 16	Registration Early Bird Discount – Booth Personnel & Attendees	Registration and Hotel/Travel	<input type="checkbox"/>
October 16	Exhibitor Liability Insurance – Certificate of Commercial General Liability Insurance Due	General Information/Online Form	<input type="checkbox"/>
October 16	DEMA Housing Closes	Registration and Hotel/Travel	<input type="checkbox"/>
October 31	Sodexo Live! Booth Catering Orders Due by 5pm CT	Additional Services/Online	<input type="checkbox"/>
November 2	A/V Orders – Advanced Discount Deadline	Additional Services	<input type="checkbox"/>
November 7	Advance Shipments – Last Day for Receipt at Warehouse without a surcharge	Expo Group Services	<input type="checkbox"/>
November 7	New Orleans Ernest N. Morial Convention Center Forms Due Standard Pricing: Electrical, Plumbing & Gas, Rigging, Internet	Additional Services/Online	<input type="checkbox"/>
November 11-17	Direct Shipments to the New Orleans Ernest N. Morial Convention Center	Expo Group Services	<input type="checkbox"/>
November 13	New Products and Silent Auction Donations Due to New Product Showcase Booth by 12:00pm	Onsite	<input type="checkbox"/>
November 13	Exhibit Installation – Complete by 5:00pm	Onsite	<input type="checkbox"/>
November 14-17	DEMA Show 2023 Open, 2024 Show Exhibit Space Appointments	Onsite	<input type="checkbox"/>
November 17	Exhibit Dismantle – Begins 5:00pm	Onsite	<input type="checkbox"/>
November 18	Exhibit Dismantle – Drivers Must Check in by 10:00am; Completed by 2pm	Onsite	<input type="checkbox"/>