



DEMA Show Deadline Checklist

Date Due	Task	Task Completed
ASAP	Sponsorship Opportunities Available	
August 24	Exhibitor Sponsored Seminars, New Product Showcase and Scuba Demo Pool deadline for inclusion in the Digital DEMA Show Directory & Onsite materials	
August 24	Applications Due for Inclusion in the Digital DEMA Show Guide & Business Directory	
August 24	Digital Show Guide & Business Directory - Company Profile <i>*This information will be used in on-site materials</i>	
August 24	Digital Show Guide & Business Directory Advertising Reservation	
August 31	Digital Show Guide & Business Directory Advertising Materials Due	
August 31	Exhibitor Housing Block Request Form (Blocks of 10 or More Rooms)	
September 14	CompuSystems – Lead Retrieval Orders Due – Early Bird Discount Deadline	
September 21	Exhibitor Housing Block – (Individual Names Due)	
September 28	Exhibitor Sponsored Seminars Due for On-Site Signage	
October 1	CompuSystems – Lead Retrieval Orders Due – Advance Discount Deadline	
October 12	Registration (Badges) for all Booth Personnel & Attendees – Early Bird Discount	
October 12	DEMA Awards Party VIP Tables: Reservation Deadline – Limited Availability – First-Come, First-served	
October 12	DEMA Housing Closes	
October 15	Advance Shipments – First Day for Receipt at Warehouse	
October 15	Notification of Intent to Use An Exhibitor Appointed Contractor and Wristband Request Form Due	
October 31	Westgate Las Vegas Resort & Casino: Hospitality Function & Room Requests Due	
October 15	The Following LVCC Order Forms are Due by This Date to Receive Advanced Discount Pricing: Telephone and Internet	
October 15	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.	
October 24	Booth Security - Advanced Discount Deadline	
October 24	Silent Auction Online Registration Due	
October 25	The Following CTS Order Forms are Due by This Date to Receive Advanced Discount Pricing: Electrical and Plumbing	
October 31	PRG A/V Orders – Advanced Discount Deadline	
October 31	Centerplate Booth Catering Orders Due	
November 1	ExpoEase Plant/Floral and Photography – Advance Discount Deadline	
November 2	New Product Showcase Reservations Due for On-Site Signage	
November 8	Advance Shipments – Last Day for Receipt at Warehouse	
November 12 - 17	New Product Showcase, Silent Auction Donations & Pool Demonstration – Direct Product Shipments Can Arrive to Convention Center During These Days	



November 13	New Products, Scuba Pool Products and Silent Auction Donations Due to New Product Showcase Booth by 12:00pm	
November 13	Exhibit Installation – Complete by 5:00pm	
November 14 - 17	<i>DEMA Show 2018 Open, 2019 Show Exhibit Space Appointments</i>	
November 17	Exhibit Dismantle – Begins 5:00pm	
November 18	Exhibit Dismantle – Drivers Must Check In by 2:00pm; Completed by 5:00pm	
December 17	Nevada State Sales Tax Agreement Due	