

Return the forms by the deadlines to save money and avoid paying premium prices for late orders.

Deadline	Item	Completed/Notes
Wednesday, 16 October	Hotel Reservations open	
Friday, 11 November	SPIE Office Closed	
Thursday-Friday 28-29 November	SPIE Office Closed	
Wednesday, 25 December	SPIE Office Closed	
Monday, 1 January	SPIE Office Closed	
Friday, 3 January	Sponsorships	
Tuesday, 7 January	Advertising Insertion Order	
Tuesday, 14 January	Advertising Materials for Printed Programs	
Monday, 20 January	SPIE Office Closed	
Friday, 24 January	Booth Activity Request Certificate of Insurance	
Monday, 27 January	Computer/AV Services Freeman Online Discount Price Advanced Freight Warehouse Receiving Start Hanging Signs Shipping to Warehouse	
Friday, 31 January	Hotel Reservations Deadline	
Friday, 14 February	Affiliate Space Request	
Tuesday, 18 February	Advanced Freight Warehouse Receiving Ends Hanging Signs Shipping to Warehouse Ends	
Tuesday, 25 February	Show Opens	
Wednesday, 26 February	Show Closes	