



Duluth Entertainment Convention Center • 350 Harbor Drive • Duluth, MN 55802-2698 • Phone (218) 722-5573 • Fax (218) 722-4247

Event Information Timeline

- 6 Months Prior to Event Contracts, Insurance, Deposit to DECC
- 3 Months Prior to Event Preliminary Event Plans
 Conference Agenda
 Room Assignments
- 2 Months Prior to Event Exhibit Hall Floor Plan Design
- 30 Days Prior to Event Menu Selections
- 30 Days Prior to Event Room Set Up and Audio-Visual Requirements
- 14 Days Prior to Event Exhibitor Sign List and Booth Assignments
- 5 Days Prior to Event Food and Beverage Guarantee