



# EVENT INFORMATION TIMELINE

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- 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 Selection
- 30 Days Prior to Event Requirements      Room Set Up and Audio-Visual
- 14 Days Prior to Event      Exhibitor Sign List and Booth Assignments
- 7 Days Prior to Event      Food and Beverage Guarantee