Very Important Dates (VIDs)

JANUARY
1/12: Call for Presentations Opens

MARCH
3/20: Call for Presentations Closes
3/31: World Workplace Participation (booth fees, sponsorships, etc…) must be paid in full.
3/31: Cancellation deadline. Must cancel in writing by 3/31/15 to receive a refund. No refunds will be issued for cancellations or no-shows after 3/31/15.

JUNE
6/1: Show Directory Deadline
   0 Review/Edit your Company Information (contact info, description)
   0 Upgrade your Exhibitor Profile (include your logo)*
   0 Secure ad space*

JULY
7/17: September/October FMJ (World Workplace issue) Ad Reservation Deadline*

AUGUST
8/31: Pre-Show Exhibitor Broadcast E-mails Due*

SEPTEMBER
9/1: Pre-Show Attendee Mail List Available*
9/1: World Workplace 2016 (San Diego) Booth Sales open exclusively to IFMA CSPs
9/4: Hotel Reservations Deadline
9/14: Deadline to order Freeman services (carpet, furniture, labor, etc…)
9/14: Deadline to order electrical services
9/14: Deadline to order Internet services
9/14: Post-Show Exhibitor Broadcast E-mails Due*
9/15: Attendee Bag Inserts to Warehouse*

*Only applies to those exhibitors who purchased these sponsorship/marketing items