

EXHIBITOR CHECKLIST

BOOTH CANCELLATION

150 days from show date (December 4) to 120 days from show date (January 3) will forfeit 30% of total booth fee.

119 days from show date (January 4) to 60 days from show date (March 4) will forfeit 50% of total booth fee.

59 days from show date (March 5) to 0 days from show date will forfeit 100% of total booth fee.

HOTEL RESERVATIONS AND MEETING SPACE

Hotel Room & Group Name List Cut Off	March 8
Meeting Space – Early Fee Deadline	February 5

REGISTRATION

Online Exhibitor Registration opens	December 3
There is not a deadline to register exhibitor badges	

AUDIO VISUAL (FREEMAN)

Giveaway approvals form due	April 12
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BOOTH CLEANING (SDCC)

Advance rate deadline	April 17
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CATERING IN BOOTH (CENTERPLATE)

Advance rate deadline	April 19
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EXHIBITOR APPOINTED CONTRACTORS (EACS)

Notice of Intent to use and EAC	March 29
EAC Certificate of Insurance due	March 29

EXHIBIT INSTALLATION

ASCRS Subspecialty Day	May 2	1 p.m.–5 p.m.
ASCRS ASOA Exhibit Hall	May 1–3	
<i>Refer to Target Move-In Floor Plan</i>		

EXHIBIT DISMANTLE

ASCRS Subspecialty Day,	May 3	4 p.m.–6 p.m.
ASCRS ASOA Exhibit Hall,	May 6	5 p.m.–9 p.m.
	May 7	8 a.m.–5 p.m.
	May 8	8 a.m.–5 p.m.

FLORAL

Giveaway approvals form due	April 9
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FREIGHT

GES Advance Warehouse

Shipments should arrive	March 29–April 24
Receiving hours: Monday – Friday	8:00 a.m.–2:30 p.m.
Drivers must be checked in by 2pm to be guaranteed same day unloading	

Direct shipments to Show Site

The freight target floor plan for move in dates and times, are available in the Exhibitor Service Kit. You are required to adhere to the target floor plan schedule to assist with a smooth move-in for all exhibitors.

GIVEAWAYS

Giveaway approvals form due	April 26
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HAZARDOUS WASTE / STERICYCLE ORDERS

Booth lab order form due	March 29
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INTERNET & TELECOM SERVICES

Advance deadline	April 14
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ISLAND BOOTH BLUE PRINTS & HANGING SIGN BLUE PRINTS

Booth Line Drawings	March 8
Hanging Sign/Rigging Plans due	March 8

LASER SAFETY CHECKLIST

Laser Safety form due	April 12
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LASER SAFETY ONSITE INSPECTIONS

ASCRS Subspecialty Day, May 3	7 a.m.–7:30 a.m.
ASCRS ASOA Exhibit Hall, May 3	4 p.m.–6 p.m.

LEAD RETRIEVAL (CONVENTION DATA SERVICES)

Early fee through	March 7
Advance fee	through April 9

MAILING LIST REQUESTS

Request form due	April 12
Sample of mailing piece must accompany request form for approval	