

IMPORTANT SHOW DEADLINES

GENERAL DEADLINES	
Monday, August 22	Final booth balance due
Thursday, September 15	Company description deadline
Tuesday, November 1	Giveaway Approval Form deadline (online form)
Friday, November 5	Virtual Tote Bag upload deadline (PDF)

REGISTRATION & HOUSING DEADLINES	
Monday, October 10	Group housing reservation deadline (10 or more rooms)
Tuesday, October 18	Rooming list due for group reservations
Monday, November 15	Deadline for individual housing reservations (9 or fewer rooms)
Friday, November 18	Deadline for individual housing and registration changes
Tuesday, November 23	One-night non-refundable deposit to be charged per room
Friday, November 26	Contact hotel directly with changes after this date

SHIPPING DEADLINES	
Monday, October 31	First day to ship to advance warehouse
Monday, November 28	Last day your shipment can arrive to advance warehouse without surcharges. Note: The warehouse will be closed 11/25-11/26 for Thanksgiving
Thursday, December 1	First day to ship direct to show site

BOOTH SERVICES DEADLINES

Thursday, September 22	First discount deadline for Lead Retrieval (Maritz Global Events)
Tuesday, November 1	Notice of Intent to use Exhibitor Appointed Contractor (GES)
Friday, November 4	Second discount deadline for Lead Retrieval (Maritz Global Events)
Friday, November 11	Catering (Music City Center)
Friday, November 11	Furniture discount deadline (GES)
Friday, November 11	Carpet discount deadline (GES)
Friday, November 11	Booth cleaning discount deadline (GES)
Friday, November 11	Electric discount deadline (GES)
Friday, November 11	Internet / Network / Telephone discount deadline (McCormick Place Technology Services)
Friday, November 11	Floral order deadline
Friday, November 26	Audio Visual order deadline (IMS Technology Services)
Friday, November 26	Audio Visual cancellation deadline (IMS Technology Services)

IN CONJUNCTION WITH (ICW) MEETING DEADLINES

Tuesday, August 31	ICW meeting space requests open
Friday, October 29	Deadline to request ICW meeting space
Monday, November 8	Room assignments confirmed
Friday, November 19	Photography cancellation deadline (Kathy Anderson Photography)

SPONSORSHIP / ADVERTISING DEADLINES	
Thursday, September 15	Program book advertising insertion order deadline
Tuesday, September 21	Epilepsy Currents: Insertion deadline for Annual Meeting issue, (Art due Tuesday, September 28)
Friday, September 30	Program book advertising art deadline
Tuesday, November 1	Passport to Prizes sign-up deadline or when full (if slots are still available)
Tuesday, November 1	Deadline for sponsor recognition in on-site signage
Tuesday, November 1	Media wall insertion order deadline for content prepared by AES