

## 2016 EXHIBITOR CHECKLIST

### BOOTH CANCELLATION POLICY:

- 150 days from show date (December 8, 2015)–120 days from show date (January 7, 2016) forfeit 20% of total booth fee
- 119 days from show date (January 8, 2106) –60 days from show date (March 7, 2016) forfeit 40% of total booth fee
- 59 days from show date (March 8, 2016)–0 days from show date forfeit 100% of total booth fee

### January 2016

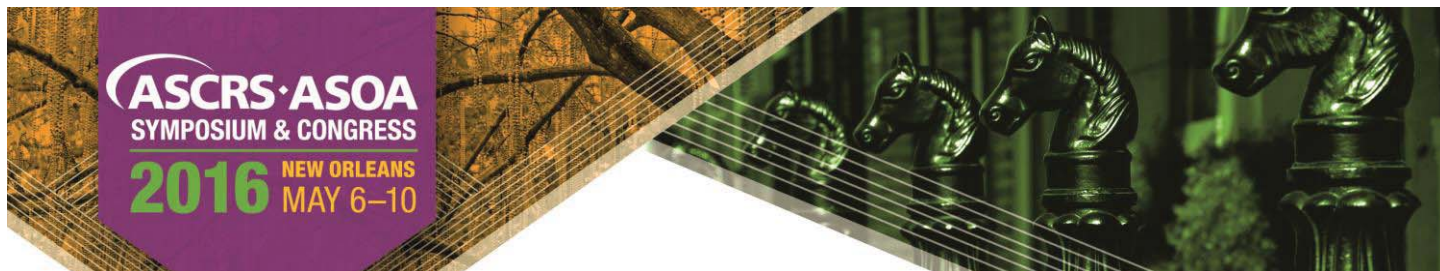
- 8 Ad space reservation deadline for Preview Program
- 8 Deadline for exhibitor info to be updated in exhibitor dashboard to be included in the Preview Program
- 13 Ad space reservation deadline for the show issue of Administrative Eyecare
- 15 Materials due for Preview Program
- 21 Ad space deadline for March pre-show issue of *EyeWorld* Magazine
- 29 Meeting Preview Program mailed to attendees

### February 2016

- 5 Materials due for the show issue of Administrative Eyecare
- 14 Ad space reservation deadline for On Site & Final Program
- 14 Materials due for On Site & Final Program
- 18 Materials due for the March pre-show issue of *EyeWorld* Magazine
- 18 Ad space deadline for April show issue of *EyeWorld* Magazine
- 19 Final booth payment due**
- 19 First deadline for Affiliate Function Space request(s) at \$250.00 non-refundable application fee applied (increases to \$500.00 on February 20, 2016)

### March 2016

- 1 Deadline to submit exhibitor hotel room lists to onPeak
- 4 Island booth blueprints and hanging sign blueprints due to ASCRS Exhibits Manager**  
[jbarbera@ascrs.org](mailto:jbarbera@ascrs.org)
- 16 Ad space reservation deadline for Cornea Day Final Program & ASCRS Glaucoma Day
- 17 Early Rate deadline for CDS Lead Retrieval**
- 18 Materials due for April show issue of *EyeWorld* Magazine
- 23 Materials due for Cornea Day Final Program & ASCRS Glaucoma Day



## March Continued –

- 25 Hazardous Waste/Wet Lab Order form with full payment due
- 25 Laser Safety checklist due

## April 2016

- 1 EAC Form due to ASCRS Exhibits Manager [jbarbera@ascrs.org](mailto:jbarbera@ascrs.org)  
(This date supersedes all dates listed by GES.)
- 1 Certificate of insurance form (COI) due to ASCRS Exhibits Manager [jbarbera@ascrs.org](mailto:jbarbera@ascrs.org)  
(This date supersedes all dates listed by GES.)
- 1 Certificate of insurance – GES form due
- 1 Deadline to submit certifications of flame retardant treatments or materials used for multi-level booths (regardless the size) and covered exhibits with larger than three hundred (300) covered square feet  
Submit certificates to ASCRS Exhibits Manager [jbarbera@ascrs.org](mailto:jbarbera@ascrs.org)
- 4 Ad space reservation deadline for It's In The Bag – hotel door drops
- 7 Ad space reservation deadline for *EyeWorld* Meeting Reporter/Video Reporter
- 8 Deadline to submit your mailing piece & request form for the **COMPLIMENTARY** mailing list
- 8 Ads & Ad materials due to Newsday Communications for the *ASCRS•ASOA Today*  
This video program will play continuously in hotels; in the Convention Center; and on daily hotel shuttle buses, broadcasting essential meeting news and information to a captive audience.
- 10 Materials due for *EyeWorld* Meeting Reporter/Video Reporter
- 11 **Advanced Rate deadline for GES materials and services**
- 14 **Advanced Rate deadline for CDS Lead Retrieval**
- 15 **Advanced Rate deadline for Freeman Audio Visual**
- 15 **Early Rate deadline to submit booth security requests from RA Consulting**
- 16 **Advanced Rate deadline to order Electrical from Convention Center**
- 16 **Advanced Rate deadline to order Telephone, Internet, and Network Services from Convention Center**
- 16 **Advance Rate deadline to order Compressed Air · Water · Drain · Gas· Steam, from Convention Center**
- 18 Ad space reservation deadline for *EyeWorld* Today Show Daily
- 22 **Advanced Rate deadline for Urban Jungle Floral**
- 22 Materials due for It's In The Bag – hotel door drops
- 25 Materials due for *EyeWorld* Today Show Daily
- 29 **Advanced Rate deadline to submit booth security requests from RA Consulting**

## May 2016

Submit (as needed) the Additional Set-Up Request form to the ASCRS Exhibits Manager [jbarbera@ascrs.org](mailto:jbarbera@ascrs.org)

- 1 **Deadline to submit booth catering order forms to CENTERPLATE Catering**