

IMPORTANT ENA 2014 ANNUAL CONFERENCE

EXHIBIT DEADLINE DATES

August 7, 2014 – by NOON	Company description and product categories due for inclusion in the Onsite Program Guide	
August 15, 2014	Booth Schematics due to ENA (<i>Island Booths Only</i>)	
August 18, 2014	Pre show mailing list available **Final materials must be pre-approved by ENA	
August 21, 2014	*** NEW*** Exhibitor room cancelations are subject to a \$100 cancelation fee or one night's room and tax dependent upon the property selected and the date of cancellation. For full details please consult the complete hotel cancellation policy found on www.ena.org/exhibitors	
August 25, 2014	Request for Use of Exhibitor Designated Contractors (EDC) Form due to ENA	
September 2, 2014	First day for Advance Shipments arriving at GES Advance Warehouse	
September 4, 2014	Discounted Hotel Room Block Deadline Date	
September 8, 2014	Disposal of Hazardous/Medical Waste Form due to ENA	
September 17, 2014	Payment deadline for GES discounts	
September 17, 2014	Exhibitor Giveaway / Drawing Request Form due to ENA	
September 23, 2014	Certificate of Insurance (COI) form due to ENA	
October 2, 2014	Last day for Advance Shipments arriving at GES Advance Warehouse without surcharge	
October 8, 2014	Exhibit Installation:	8 a.m. – 5 p.m.
October 8, 2014	Direct Shipments may begin arriving at Exhibit Site after 8:00 a.m.	
October 9, 2014	Exhibit Installation:	8 a.m. – 12 p.m.
October 9, 2014	Last day for Direct Shipments to arrive at Exhibit Site by 12 p.m.	
October 9, 2014	Exhibit Hall Open:	3:45 p.m. – 7:30p.m.
October 10, 2014	Exhibit Hall Open:	9:15 a.m. – 2:45 p.m.
October 11, 2014	Exhibit Hall Open:	9:15 a.m. – 12:30 p.m.
October 11, 2014	Exhibit Dismantle:	12:45 pm – 6 p.m.
October 12, 2014	Exhibit Dismantle: (<i>Only Island Booths 20 x 20 or larger</i>)	8 a.m. – 12 p.m.
October 27, 2014	Post show mailing list available **Final materials must be pre-approved by ENA	