

IMPORTANT SHOW DEADLINES

GENERAL DEADLINES	
Friday, August 20	Final booth balance due
Thursday, September 16	Company description deadline
Monday, November 1	Giveaway Approval Form deadline (online form)
Friday, November 5	Virtual Tote Bag upload deadline (PDF)

REGISTRATION & HOUSING DEADLINES	
Tuesday, October 12	Group housing reservation deadline (10 or more rooms)
Friday, October 15	Rooming list due for group reservations
Monday, November 15	Deadline for individual housing reservations (9 or fewer rooms)
Tuesday, November 22	Deadline for individual housing and registration changes (by 7:00 AM PT)
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, November 1	First day to ship to advance warehouse
Monday, November 29	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 2	First day to ship direct to show site

BOOTH SERVICES DEADLINES

Wednesday, September 22	First discount deadline for Lead Retrieval (Maritz Global Events)
Tuesday, November 2	Notice of Intent to use Exhibitor Appointed Contractor (GES)
Thursday, November 4	Second discount deadline for Lead Retrieval (Maritz Global Events)
Thursday, November 11	Catering (SAVOR)
Friday, November 12	Furniture discount deadline (GES)
Friday, November 12	Carpet discount deadline (GES)
Friday, November 12	Booth cleaning discount deadline (GES)
Friday, November 12	Electric discount deadline (GES)
Friday, November 12	Internet / Network / Telephone discount deadline (McCormick Place Technology Services)
Friday, November 12	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	
Monday, September 13	Program book advertising insertion order deadline
Tuesday, September 21	Epilepsy Currents: Insertion deadline for Annual Meeting issue, (Art due Tuesday, September 28)
Thursday, September 27	Program book advertising art deadline
Friday, October 29	Passport to Prizes sign-up deadline or when full (limit 20)
Friday, October 29	Deadline for sponsor recognition in on-site signage
Monday, November 1	Media wall insertion order deadline for content prepared by AES