



2018 EXHIBITOR CHECKLIST

BOOTH CANCELLATION POLICY:

- 150 days from show date (November 16, 2017)–120 days from show date (December 16, 2017) forfeit 30% of total booth fee
- 119 days from show date (December 17, 2017) –60 days from show date (February 13, 2018) forfeit 50% of total booth fee
- 59 days from show date (February 14, 2018)–0 days from show date forfeit 100% of total booth fee

November 2017

- 8 Exhibitor info to be updated in your exhibitor dashboard to reflect in the Preview Program
- 13 Exhibitor registration opens in your exhibitor dashboard
- 13 Espresso, your exhibitor service kit opens in your exhibitor dashboard
- 13 Affiliate Function Space Applications open in your exhibitor dashboard
- 15 Final booth payments due
(10 priority points - towards your 2019 booth - will be deducted per day your payment is late)

December 2017

- 1 Ad space deadline for Preview Program
- 8 Materials due for Preview Program
- 19 Ad space deadline for February pre-show issue of *EyeWorld* Magazine

January 2018

Meeting Preview Program mailed to attendees week of January 30th

- 12 Ad space reservation deadline for the show issue of Administrative Eyecare
- 12 Materials due for the February pre-show issue of *EyeWorld* Magazine
- 24 Ad space reservation deadline for the Onsite & Online Final Program
- 25 Ad space deadline for April show issue of *EyeWorld* Magazine

February 2018

- 2 Materials due for the show issue of Administrative Eyecare
- 5 Materials due for Onsite & Final Program
- 9 Housing Cut Off - Hotel room lists due to onPeak
- 6 Ad space reservation deadline for ASCRS Subspecialty Day Final Program
- 15 Early Rate deadline for CDS Lead Retrieval
- 16 Materials due for March show issue of *EyeWorld* Magazine
- 23 Island booth blueprints and hanging sign blueprints due to ASCRS Exhibits Manager jbarbera@ascrs.org
- 23 Hazardous Waste/Wet Lab Order form with full payment due



- 28 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

March 2018

Online Final Program will be available week of March 31

- 12 EAC Form due to ASCRS Exhibits Manager jbarbera@ascrs.org
(This date supersedes all dates listed by GES)
- 12 Certificate of insurance form (COI) from your EAC due to ASCRS Exhibits Manager jbarbera@ascrs.org
(This date supersedes all dates listed by GES)
- 14 Ad space reservation deadline for *EyeWorld* Today Show Daily
- 14 Space deadline for It's In the Bag for hotel room drops
- 15 Advanced Rate deadline for CDS Lead Retrieval
- 16 Laser Safety checklist due
- 20 Advanced Rate deadline for GES materials & services
- 20 Advanced Rate deadline for Freeman Audio Visual
- 23 Mailing piece & Request Form for the COMPLIMENTARY mailing list. Submit to jbarbera@ascrs.org
- 23 Giveaway approval deadline. Submit sample to jbarbera@ascrs.org
- 23 Advanced Rate deadline to order Telephone, Internet, and Network Services from SmartCity
- 23 Advanced Rate deadline to order Rigging, Electrical & Plumbing through the Convention Center
- 23 Deadline to order Food & Beverage from Centerplate
- 23 Deadline to submit booth security requests from RA Consulting
- 26 Materials due for *EyeWorld* Today Show Daily
- 30 Additional set-up time request form. Submit (as needed) if required, to jbarbera@ascrs.org

April 2018

- 1 Advanced Rate deadline for Urban Jungle Floral
- 5 Materials due for *EyeWorld* Meeting Reporter/Video Reporter
- 26 Materials due for It's In The Bag for hotel room drops