



WASHINGTON, D.C.  
DECEMBER 1-5



## IMPORTANT SHOW DEADLINES

### GENERAL DEADLINES

Friday, August 25	Final booth balance due
Wednesday, August 30	<a href="#">Company description</a> deadline
Friday, November 3	<a href="#">Virtual Totebag</a> deadline
Friday, November 3	<a href="#">Giveaway Approval Form</a> deadline (online form)
Wednesday, November 1	<a href="#">Passport to Prizes sign-up</a> deadline (limit 20)

### REGISTRATION & HOUSING DEADLINES

Monday, October 2	Group housing reservation deadline
Tuesday, October 10	Rooming list due for group reservations
Monday, November 20	One-night non-refundable deposit to be charged per room
Monday, November 20	Deadline for <a href="#">housing and registration</a> changes
Monday, November 27	Contact hotel directly with changes after this date

### SHIPPING DEADLINES

Friday, October 27	First day to ship to advance warehouse
Monday, November 27	Last day to ship to advance warehouse without surcharges Note: The warehouse will be closed 11/23-11/24 for Thanksgiving
Thursday, November 30	First day to ship direct to show site

### BOOTH SERVICES DEADLINES

Thursday, October 5	First Discount Deadline for Experient Lead Retrieval
Friday, October 20	Second Discount Deadline for Experient Lead Retrieval
Monday, October 30	Notice of Intent to use Exhibitor Appointed Contractor (GES)
Wednesday, November 8	Floral discount deadline (Convention Foliage)
Thursday, November 9	Furniture discount deadline (GES)
Thursday, November 9	Carpet discount deadline (GES)
Thursday, November 9	Booth cleaning discount deadline (GES)
Thursday, November 9	Electric discount deadline (Hi-Tech Electric)
Thursday, November 9	Internet / Network / Telephone discount deadline (SmartCity)
Thursday, November 9	Catering deadline for advance rates
Thursday, November 16	Photography discount deadline (Lagniappe Studios)
Monday, November 27	Audio Visual form deadline (IMS Technology Services)

### IN CONJUNCTION WITH (ICW) MEETING DEADLINES

Thursday, August 31	ICW Meeting space <a href="#">requests open</a>
Monday, October 30	Deadline to request ICW meeting space
Monday, November 13	Room assignments confirmed

## DEADLINES CONTINUED

### SPONSORSHIP / ADVERTISING DEADLINES

Tuesday, October 3	Epilepsy Currents: deadline for Annual Meeting Issue
Friday, September 15	<a href="#">Program book advertising insertion order</a> deadline
Friday, September 29	Program book advertising art deadline
Wednesday, November 1	Deadline for sponsor recognition in on-site signage
Wednesday, November 1	<a href="#">Door drop insertion order</a> deadline
Wednesday, November 1	<a href="#">Media wall insertion order</a> deadline for content prepared by neoPromo
Saturday, November 18	Media wall insertion order due for ready-to-run content prepared by advertiser