



# AES 2019 ANNUAL MEETING

Dec 6 -10 | Baltimore

## IMPORTANT SHOW DEADLINES

### GENERAL DEADLINES

Friday, August 23	Final booth balance due
Monday, September 16	Company description deadline
Friday, November 1	Giveaway Approval Form deadline (online form)
Wednesday, November 6	Virtual Tote Bag upload deadline (PDF)

### REGISTRATION & HOUSING DEADLINES

Tuesday, October 1	Group housing reservation deadline (10 or more rooms)
Tuesday, October 8	Deadline to make badge name changes without paying a \$50 surcharge per badge (no fee for misspellings)
Tuesday, October 8	Rooming list due for group reservations
Tuesday, November 5	Deadline for individual housing reservations (9 or fewer rooms)
Monday, November 18	One-night non-refundable deposit to be charged per room
Monday, November 18	Deadline for housing and registration changes (by 10:00 am EST)
Tuesday, November 26	Contact hotel directly with changes after this date

### SHIPPING DEADLINES

Friday, November 1	First day to ship to advance warehouse
Monday, December 2	Last day to ship to advance warehouse without surcharges Note: The warehouse will be closed 11/28-11/29 for Thanksgiving
Thursday, December 5	First day to ship direct to show site

### BOOTH SERVICES DEADLINES

Tuesday, October 15	First Discount Deadline for Experient Lead Retrieval
Tuesday, November 5	Notice of Intent to use Exhibitor Appointed Contractor (GES)
Thursday, November 7	Second Discount Deadline for Experient Lead Retrieval
Friday, November 22	Photography cancellation deadline – Kathy Anderson
Thursday, November 14	Furniture discount deadline (GES)
Thursday, November 14	Carpet discount deadline (GES)
Thursday, November 14	Booth cleaning discount deadline (GES)
Saturday, November 16	Electric discount deadline (Edlen Electric)
Wednesday, November 20	Internet / Network / Telephone discount deadline (MCDean)
Friday, November 22	Floral order deadline (Urban Jungle)
Friday, November 29	Catering – last day to order without surcharge
Wednesday, December 3	Audio Visual cancellation deadline (IMS Technology Services)

## DEADLINES CONTINUED

### IN CONJUNCTION WITH (ICW) MEETING DEADLINES

By August 31	ICW Meeting space requests open
Wednesday, October 31	Deadline to request ICW meeting space
Monday, November 11	Room assignments confirmed

### SPONSORSHIP / ADVERTISING DEADLINES

Friday, September 13	Program book advertising insertion order deadline
Wednesday, September 25	Epilepsy Currents: deadline for Annual Meeting Issue, art due October 2
Friday, September 27	Program book advertising art deadline
Thursday, October 31	Passport to Prizes sign-up deadline or when full (limit 20)
Thursday, October 31	Deadline for sponsor recognition in on-site signage
Thursday, October 31	Media wall insertion order deadline for content prepared by