

JULY 15

Priority point totals will be emailed

SEPTEMBER 28

Booth space applications open online

SEPTEMBER 30

Housing opens

NOVEMBER 13

Booth applications due including 50% deposit and company description (2 priority points will be applied if full payment is submitted with application)

DECEMBER 16

Last day to cancel exhibit space without incurring a penalty

DECEMBER 17–FEBRUARY 13

Booth cancellation will forfeit 30% of total booth fee

JANUARY 8

Booth space confirmations emailed

FEBRUARY 12

Affiliate functions applications available in your exhibitor dashboard

FEBRUARY 12

Exhibitor Service Kit opens and available in your exhibitor dashboard

FEBRUARY 12

Exhibitor badge registration opens online

FEBRUARY 19

Final booth payments due

FEBRUARY 14–JUNE 13

Booth cancellation will forfeit 60% of total booth fee

MARCH 31

Exhibitors may release up to 10% of the Total Room Nights booked without penalty

MAY 14

Island booth blueprints with line drawings and hanging sign/rigging plans due to Exhibits Manager (ISLAND BOOTHS ONLY)

MAY 14

Hazardous waste/wet lab forms due to exhibits manager

MAY 14

EAC forms & EAC certificate of insurance forms* due to ASCRS Exhibits Manager, jbarbera@ascrs.org

**If forms are not received by this date, you will be required to use Freeman for install and dismantle services.*

MAY 14

Laser Safety forms due for ASCRS and ASOA Exhibit Hall and Subspecialty Day exhibits (if applicable for your exhibit)

JUNE 1

Through conference dates, exhibitors will be responsible for 90% of room nights booked. Exhibitors agree to pay for the number of rooms not utilized up to 90% of the Total Room Nights booked.

JUNE 14 (60 DAYS OUT)

Booth cancellation on or after this date will forfeit 100% of total booth fee

JUNE 16

Mailing samples with pre-registration attendee list request form due. Attendee lists will not be processed after this date.

JUNE 16

Giveaway approval request deadline

JULY 23

Hotel cut off and room list with names due

AUGUST 11–16

Exhibitor registration open

AUGUST 11–13

ASCRS Exhibit Hall installation

AUGUST 12

ASCRS Subspecialty Day exhibit tables installation 1–5 p.m.

AUGUST 13

ASCRS Subspecialty Day exhibits open 7 a.m.–4 p.m.
ASCRS Subspecialty Day exhibits dismantle 4 p.m.–6 p.m.

AUGUST 16–18

ASCRS Exhibit Hall dismantle

**The exhibitor checklist with all vendor products and service ordering deadlines will be provided in the service kit.*