

Booth Cancellation

150 days from show date (December 18) to 120 days from show date (January 17) will forfeit 30% of total booth fee
 119 days from show date (January 18) to 60 days from show date (March 17) will forfeit 50% of total booth fee
 59 days from show date (March 18) to 0 days from show date will forfeit 100% of total booth fee

Registration

Online Exhibitor Registration opens December 2
 There is not a deadline to register exhibitor badges

Affiliate Function

Early Fee Deadline February 2

Lead Retrieval (Convention Data Services)

Early fee through February 20

Hotel Reservations (OnPeak)

Hotel Rooms Names List deadline March 6

Island Booth Blue Prints & Hanging Sign Blue Prints

Booth Line Drawings March 17

Hanging Sign/Rigging Plans due March 17

Hazardous Waste Orders

Booth lab order form due April 15

Audio Visual (FREEMAN)

April 22

Booth Cleaning (FREEMAN)

Advance rate deadline April 22

Exhibitor Appointed Contractors (EACs)

Notice of Intent to use and EAC April 22

EAC Certificate of Insurance due April 22

Giveaways

Approvals form due April 22

Laser Safety Checklist

Laser Safety form due April 22

Mailing List Requests

Request form due April 22

Sample of mailing piece must accompany request form for approval

BCEC Electrical

April 24

BCEC Plumbing

April 24

BCEC Rigging

April 24

Catering in Booth (Levy Restaurants)

Advance rate deadline April 24

Internet & Telecom Services (BCEC)

Advance deadline April 24

Booth Security (RA Consulting)

Early Fee Deadline May 1

Freight

FREEMAN Advance Warehouse

Shipments should arrive April 10 –May 6

Receiving hours: Monday – Friday, 8am-4pm

Drivers must be checked in by 2pm to be guaranteed same day unloading

Direct shipments to Show Site

Freight cannot be delivered before May 13.

Refer to the freight target floor plan for move in dates & times. You are required to adhere to the target floor plan schedule to assist with a smooth move-in for all exhibitors.

Floral (Urban Jungle)

Giveaway approvals form due May 8

Exhibit Installation

WCCVIII 1pm-5pm May 13

ASCRS Subspecialty Day 1pm-5pm May 14

ASCRS Exhibit Hall May

13-14

Refer to Target Move-In Floor Plan

Laser Safety Onsite Inspections

WCCVIII 7am-7:30am May 14

ASCRS Subspecialty Day 7am-7:30am May 15

ASCRS ASOA Exhibit Hall 4pm-6pm May 15

Exhibit Dismantle

WCCVIII 4pm-6pm May 15

ASCRS Subspecialty Day 4pm-6pm May 15

ASCRS Exhibit Hall, May 6 5pm-9pm May 18

8am-5pm May 19

8am-5pm May 20