

# IMPORTANT DATES

## Important Exhibitor Dates

### April 18 – Deadline

- Space Application:
  - Joint Meeting
  - Subspecialty Day
- Fifty-word Subspecialty Day Exhibit Description
- Product/Service Approval Form
- 30 percent deposit or full payment of exhibit space fee

### May 20 – Deadline

- Informational Poster
- Poster Presentation Title

### May 28 – Housing Opens

- Housing service begins accepting exhibitor housing applications

### July 14

- Last day to cancel without penalty

### August 15 – Deadline

- Exhibit space balance
- Last day to cancel with 30 percent penalty

### August 18

- No refunds for cancellations

### August 22 – Deadline

- Exhibitor Designated Contractor (EDC) Authorization Form
- Hanging sign blueprints
- Island floor plans
- Laser Safety Checklist
- Non-FDA General Liability Agreement
- Requests for give-away approval
- Tabletop Exhibit Design Variance
- Wet Lab Requests

### August 27 – Registration Opens

- Online Exhibitor Registration

### October 1– Deadline

- Advance Representative Badges
- Warehouse begins accepting advance freight

### October 3 – Deadline

- EDC Certificate of Insurance and Registration Form

### October 20 – Deadline

- Hotel door drop requests
- Requests to exhibit additional products/services

### October 24 – Deadline

- All hanging signs at warehouse

### October 31 – Deadline

- Last day for receipt of advance freight at warehouse

## Important Academy Dates

### May 9 – Online

- Housing Information available

### June 11 – Online

- Laser Safety Information
- Non-FDA General Liability Agreement
- Space assignment letters e-mailed
- Wet Lab Request Form

### July 25

- Advance Programs mailed

### July 28

- Exhibitor Service Manual available online
- Exhibitor Registration information e-mailed

### October 10 – Mailed

- Advance badges
- Pocket Guides and map

### November 5

- Exhibit installation begins

### November 6

- Subspecialty Day exhibit installation

### November 7

- Laser safety inspection
- Subspecialty Day exhibits

### November 8

- Joint Meeting begins

## Future Annual Meeting Dates and Sites

2009 – San Francisco, CA  
October 24 – 27

2010 – Chicago, IL  
October 16 – 19

2011 – Orlando, FL  
October 22 – 25

2012 – Chicago, IL  
November 10 – 13

