



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 Application
- Poster Presentation

May 28 – Housing Opens

- Housing service begins accepting exhibitor housing applications

July 14 – Deadline

- Last day to cancel without penalty

August 15 – Deadline

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

August 18 – Deadline

- No refunds for cancellations

August 22 – Deadline

- Exhibitor Designated Contractor (EDC) Authorization Form
- Hanging sign blueprints

August 22 – Deadline (cont.)

- Island floor plans
- Laser Safety Checklist
- Non-FDA General Liability Agreement
- Requests for give-away approval
- Tabletop Exhibit Design Variance requests
- Wet Lab Request Form

August 27 – Registration Opens

- Online Exhibitor Registration opens

October 1 – Deadline

- Online Registration deadline for 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 due at warehouse

October 31 – Deadline

- Last day for receipt of advance freight at warehouse

Important Academy Dates

May 9 – Online

- Housing Information

June 11 – Online

- Laser Safety Information
- Non-FDA Information
- 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 Guide and Floor Plan

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, October 24 – 27

2010 – Chicago, October 16 – 19

2011 – Orlando, FL, October 22 – 25

2012 – Chicago, November 10 – 13