

AAO 2021 Important Dates

June 2

- Exhibitor Hotel Reservations
 - Log into the Exhibitor Portal
 - Select Make Hotel Reservations item

July 7

- Available in Exhibitor Portal*
 - Additional Booth Activities form - companies planning contests, games of chance or in-booth presentations
 - Non-FDA Approved Product Agreement - companies displaying non-FDA approved products
 - Laser Safety Checklist - companies displaying or demonstrating lasers
 - Wet Lab Request form - companies planning to offer demonstrations utilizing human or bovine specimens

*Checklist items created by selections made when completing the exhibit space application.

July 8

- Last day to cancel or downsize exhibit space without penalty

August 9

- Last day to cancel exhibit space with 30% penalty

August 10

- Final payments due
- 50% penalty for downsizing
- Exhibitor Service Manual available
- Available in the Exhibitor Portal
 - Update Company Information and Description
 - Select Product Categories

August 11

- No refund for cancellation
- August cancellation 25
- Exhibitor registration open

August 20

- Completed in Exhibitor Portal

- Additional Booth Activities
- Exhibitor Designated Contractor Authorization

August 20 (continued)

- Non-FDA Approved Product Agreement
- Laser Safety Checklists
- Wet Lab Requests
- Send Director, Exhibitions
 - Hanging Sign Rigging blueprints
 - Island booth floor plans
 - Giveaway Requests

September 10

- Meeting Program Exhibitor List
 - Exhibit space application and payment must be received to be included
- Company information and Product Categories selected in Exhibitor Portal

September 24

- Submit in Exhibitor Portal
 - Exhibitor Designated Contractor certificate of insurance and Onsite Contact Forms
- Notify exhibitions@ao.org of all meetings planned at unofficial hotels and venues for groups of 100 or more.

September 29

- Registration - Last day for Advance Paid Representative rate: \$200

September 30

- Registration - Paid Representative fee increases: \$300

November 10

- Exhibit installation begins

November 12

- Laser safety inspection

November 13

- AAO 2021 Expo opens