AAO 2021 Important Dates

June 2
- Exhibitor Hotel Reservations
  o Log into the Exhibitor Portal
  Select Make Hotel Reservations item

July 7
- Available in Exhibitor Portal*
  o Additional Booth Activities form - companies planning contests, games of chance or in-booth presentations
  o Non-FDA Approved Product Agreement - companies displaying non-FDA approved products
  o Laser Safety Checklist - companies displaying or demonstrating lasers
  o 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 20 con’t
- Non-FDA Approved Product Agreement
- Laser Safety Checklists
- Wet Lab Requests
- Send Director, Exhibitions
  o Hanging Sign Rigging blueprints
  o Island booth floor plans
  o Giveaway Requests

August 25
- Exhibitor registration open

September 10
- Meeting Program Exhibitor List
  o Exhibit space application and payment must be received to be included
- Company information Description updated
- Product Categories selected in Exhibitor Portal

September 24
- Submit in Exhibitor Portal
  o Exhibitor Designated Contractor certificate of insurance and Onsite Contact Forms
- Notify exhibitions@aao.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