



TECHNICIANS & NURSES PROGRAM

MAY 6-8, 2017

ADDITIONAL PROGRAMS

ASOA WORKSHOPS
T&N TECH TALKS | ATPO TRAIN THE TRAINER
ASCRS GLAUCOMA DAY
CORNEA DAY

2017 EXHIBITOR CHECKLIST

BOOTH CANCELLATION POLICY:

- 150 days from show date (December 7, 2016)–120 days from show date (January 7, 2017) forfeit 30% of total booth fee
- 119 days from show date (January 8, 2017) –60 days from show date (March 8, 2017) forfeit 50% of total booth fee
- 59 days from show date (March 9, 2017)–0 days from show date forfeit 100% of total booth fee

November 2016

- 8 Deadline for exhibitor info to be updated in exhibitor dashboard to be included in the Preview Program

December 2016

Exhibitor registration opens in your exhibitor dashboard

- 5 Espresso, your exhibitor service kit opens in your exhibitor dashboard
- 5 Final booth payments due.
(10 priority points - towards your 2018 booth - will be deducted per day your payment is late)

January 2017

Meeting Preview Program mailed to attendees week of January 30th.

- 6 Ad space deadline for Preview Program
- 9 Materials due for Preview Program
- 13 Ad space reservation deadline for the show issue of Administrative Eyecare
- 13 Ad space deadline for March pre-show issue of *EyeWorld* Magazine

February 2017

- 3 Materials due for the show issue of Administrative Eyecare
- 7 Ad space reservation deadline for Cornea Day Final Program, ASCRS Glaucoma Day & ASCRS Refractive Day
- 14 Ad space reservation deadline for On Site & Final Program
- 17 Materials due for the March pre-show issue of *EyeWorld* Magazine
- 17 Ad space deadline for April show issue of *EyeWorld* Magazine
- 19 First deadline for Affiliate Function Space request(s) at \$250.00 non-refundable application fee applied (increases to \$500.00 on February 20, 2017)
- 24 Materials due for On Site & Final Program



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March 2017

Online Final Program will be available week of March 31

- 1 Housing Cut Off - Hotel room lists due to onPeak
- 7 Materials due for Cornea Day Final Program, ASCRS Glaucoma Day & ASCRS Refractive Day
- 16 Early Rate deadline for CDS Lead Retrieval
- 17 Island booth blueprints and hanging sign blueprints due to ASCRS Exhibits Manager jbarbera@ascrs.org
- 17 Materials due for April show issue of *EyeWorld* Magazine
- 24 Hazardous Waste/Wet Lab Order form with full payment due
- 24 Laser Safety checklist due
- 31 EAC Form due to ASCRS Exhibits Manager jbarbera@ascrs.org
(This date supersedes all dates listed by GES.)
- 31 EAC Certificate of insurance form (COI) due to ASCRS Exhibits Manager jbarbera@ascrs.org
(This date supersedes all dates listed by GES.)
- 31 EAC Certificate of insurance – GES form due
- 31 Deadline to submit certifications of flame retardant treatments or materials used for multi-level booths (regardless the size) and covered exhibits with larger than three hundred (300) covered square feet
Submit certificates to ASCRS Exhibits Manager jbarbera@ascrs.org

April 2017

- 4 Ad space reservation deadline for It's In The Bag – hotel room drops
- 4 Ad space reservation deadline for *EyeWorld* Today Show Daily
- 11 Advanced Rate deadline for GES materials and services
- 21 Ad space reservation deadline for *EyeWorld* Meeting Reporter/Video Reporter
- 14 Deadline to submit your mailing piece & request form for the COMPLIMENTARY mailing list
- 8 Ads & Ad materials due to Newsday Communications for the *ASCRS•ASOA Today*
This video program will play continuously in hotels; in the Convention Center; and on daily hotel shuttle buses, broadcasting essential meeting news and information to a captive audience.
- 9 Advanced Rate deadline to order Telephone, Internet, and Network Services from Smart City at LACC
- 24 Materials due for *EyeWorld* Meeting Reporter/Video Reporter
- 13 Advanced Rate deadline for CDS Lead Retrieval
- 14 Deadline to submit booth catering order forms to Levy Restaurants Food & Beverage at LACC
- 14 Additional set-up time request form. Submit (as needed) if required, to jbarbera@ascrs.org
- 14 Advanced Rate deadline for Freeman Audio Visual
- 18 Materials due for It's In The Bag – hotel room drops
- 20 Advanced Rate deadline for Urban Jungle Floral
- 21 Early Rate deadline to submit booth security requests from RA Consulting
- 24 Materials due for *EyeWorld* Today Show Daily
- 28 Advanced Rate deadline to submit booth security requests from RA Consulting