



## IMPORTANT DATES

### OPEN

Housing officially opened May 3 in San Diego at our 2019 Annual Meeting.

Please contact onPeak with any questions at:  
(800) 370-8282 US Toll-free | (312) 527-7300 Local / Int'l  
Email [ascrs-asoa@onpeak.com](mailto:ascrs-asoa@onpeak.com)

### AUGUST 1

Priority point totals will be emailed

### AUGUST 28

Booth space applications open online

### SEPTEMBER 27

Booth applications due including 50% deposit and company description (200 bonus priority points will be applied if full payment is submitted with application)

### OCTOBER 18

Booth space selection appointment letters emailed

### OCTOBER 25-NOVEMBER 13

Booth space assignments taking place, per scheduled phone appointment

### NOVEMBER 20

Booth space confirmations emailed

### DECEMBER 2

Affiliate functions applications available online in your exhibitor dashboard

### DECEMBER 2

Exhibitor badge registration opens online and Exhibitor Service Kit

### DECEMBER 13

Final booth payments due

### DECEMBER 17

Last day to cancel exhibit space without incurring a penalty

### DECEMBER 18-JANUARY 17

Booth cancellation will forfeit 30% of total booth fee

### JANUARY 18-MARCH 17

Booth cancellation will forfeit 50% of total booth fee

### FEBRUARY 21

Company information updates to be made in your exhibitor dashboard for the Final Program – **You are responsible for updating company information by this date.**

### MARCH 18

Booth cancellation on or after this date will forfeit 100% of total booth fee

### MARCH 6

Housing cut-off. All reservation names must be submitted to onPeak by this date or rooms will be released

### MARCH 17

Island booth blue prints with line drawings and hanging sign/rigging plans due to exhibits manager (ISLAND BOOTHS ONLY)

### MARCH 17

Hazardous waste/wet lab forms due to exhibits manager

### MARCH 17

EAC forms & EAC certificate of insurance forms due to ASCRS Exhibits Manager & Freeman

**\*If forms are not received by this date, you will be required to use Freeman for install and dismantle services.**

### MARCH 17

Laser Safety forms due for ASCRS and ASOA exhibit hall and Subspecialty Day & WCCVIII exhibits (if applicable for your exhibit)

### APRIL 24

Mailing samples with pre-registration attendee list request form due. Attendee lists will not be processed after this date

### May 1

Giveaway approval request deadline

### MAY 13-18

Exhibitor registration open

### MAY 13-15

Exhibit hall installation

### MAY 13

WCCVIII exhibit tables move in 1pm-5pm

### MAY 14

ASCRS Subspecialty Day exhibit tables move in 1pm-5pm