

# EXHIBITOR CHECKLIST

### BOOTH CANCELLATION

**150 days** from show date (December 4) to 120 days from show date (January 3) will forfeit 30% of total booth fee.

**119 days** from show date (January 4) to 60 days from show date (March 4) will forfeit 50% of total booth fee.

**59 days** from show date (March 5) to 0 days from show date will forfeit 100% of total booth fee.

### HOTEL RESERVATIONS AND MEETING SPACE

Hotel Room & Group Name List Cut Off March 8  
Meeting Space – Early Fee Deadline February 5

### REGISTRATION

Online Exhibitor Registration opens December 3  
There is not a deadline to register exhibitor badges

### AUDIO VISUAL (FREEMAN)

Giveaway approvals form due April 12

### BOOTH CLEANING (SDCC)

Advance rate deadline April 17

### CATERING IN BOOTH (CENTERPLATE)

Advance rate deadline April 19

### EXHIBITOR APPOINTED CONTRACTORS (EACS)

Notice of Intent to use and EAC March 29  
EAC Certificate of Insurance due March 29

### EXHIBIT INSTALLATION

ASCRS Subspecialty Day May 2 1 p.m.–5 p.m.  
ASCRS ASOA Exhibit Hall May 1–3  
*Refer to Target Move-In Floor Plan*

### EXHIBIT DISMANTLE

ASCRS Subspecialty Day, May 3 4 p.m.–6 p.m.  
ASCRS ASOA Exhibit Hall, May 6 5 p.m.–9 p.m.  
May 7 8 a.m.–5 p.m.  
May 8 8 a.m.–5 p.m.

### FLORAL

Giveaway approvals form due April 9

### FREIGHT

#### GES Advance Warehouse

Shipments should arrive March 29–April 24  
Receiving hours: Monday – Friday 8:00 a.m.–2:30 p.m.  
Drivers must be checked in by 2pm to be guaranteed same day unloading

#### Direct shipments to Show Site

The freight target floor plan for move in dates and times, are available in the Exhibitor Service Kit. You are required to adhere to the target floor plan schedule to assist with a smooth move-in for all exhibitors.

### GIVEAWAYS

Giveaway approvals form due April 26

### HAZARDOUS WASTE / STERICYCLE ORDERS

Booth lab order form due March 29

### INTERNET & TELECOM SERVICES

Advance deadline April 14

### ISLAND BOOTH BLUE PRINTS & HANGING SIGN BLUE PRINTS

Booth Line Drawings March 8  
Hanging Sign/Rigging Plans due March 8

### LASER SAFETY CHECKLIST

Laser Safety form due April 12

### LASER SAFETY ONSITE INSPECTIONS

ASCRS Subspecialty Day, May 3 7 a.m.–7:30 a.m.  
ASCRS ASOA Exhibit Hall, May 3 4 p.m.–6 p.m.

### LEAD RETRIEVAL (CONVENTION DATA SERVICES)

Early fee through March 7  
Advance fee through April 9

### MAILING LIST REQUESTS

Request form due April 12  
Sample of mailing piece must accompany request form for approval