### Booth Cancellation

- **150 days from show date (December 18) to 120 days from show date (January 17)** will forfeit 30% of total booth fee
- **119 days from show date (January 18) to 60 days from show date (March 17)** will forfeit 50% of total booth fee
- **59 days from show date (March 18) to 0 days from show date** will forfeit 100% of total booth fee

### Registration

- **Online Exhibitor Registration** opens December 2
- There is not a deadline to register exhibitor badges

### Affiliate Function

- **Early Fee Deadline** February 2

### Lead Retrieval (Convention Data Services)

- **Early fee through** February 20

### Hotel Reservations (OnPeak)

- **Hotel Rooms Names List deadline** March 6

### Island Booth Blue Prints & Hanging Sign Blue Prints

- **Booth Line Drawings** March 17
- **Hanging Sign/Rigging Plans due** March 17

### Hazardous Waste Orders

- **Booth lab order form due** April 15

### Audio Visual (FREEMAN)

- **April 22**

### Booth Cleaning (FREEMAN)

- **Advance rate deadline** April 22

### Exhibitor Appointed Contractors (EACs)

- **Notice of Intent to use and EAC** April 22
- **EAC Certificate of Insurance due** April 22

### Giveaways

- **Approvals form due** April 22

### Laser Safety Checklist

- **Laser Safety form due** April 22

### Mailing List Requests

- **Request form due** April 22
- A sample of mailing piece must accompany request form for approval

### BCEC Electrical

- **April 24**

### BCEC Plumbing

- **April 24**

### BCEC Rigging

- **April 24**

### Catering in Booth (Levy Restaurants)

- **Advance rate deadline** April 24

### Internet & Telecom Services (BCEC)

- **Advance deadline** April 24

### Booth Security (RA Consulting)

- **Early Fee Deadline** May 1

### Freight

- **FREEMAN Advance Warehouse**
  - **April 10 – May 6**
  - Receiving hours: Monday – Friday, 8am-4pm
  - Drivers must be checked in by 2pm to be guaranteed same day unloading

### Direct shipments to Show Site

- Freight cannot be delivered before May 13.
- Refer to the freight target floor plan for move in dates & times. You are required to adhere to the target floor plan schedule to assist with a smooth move-in for all exhibitors.

### Floral (Urban Jungle)

- **Giveaway approvals form due** May 8

### Exhibit Installation

- **WCCVII** 1pm-5pm
- **ASCRS Subspecialty Day** 1pm-5pm
- **ASCRS Exhibit Hall** May 13-14
- Refer to Target Move-In Floor Plan

### Laser Safety Onsite Inspections

- **WCCVII** 7am-7:30am
- **ASCRS Subspecialty Day** 7am-7:30am
- **ASCRS ASOA Exhibit Hall** 4pm-6pm

### Exhibit Dismantle

- **WCCVII** 4pm-6pm
- **ASCRS Subspecialty Day** 4pm-6pm
- **ASCRS Exhibit Hall, May 6** 5pm-9pm
  - **5pm-9pm** May 18
  - **8am-5pm** May 19
  - **8am-5pm** May 20