

# IMPORTANT DATES AND TIMES

## EXHIBIT SCHEDULE

### THURSDAY, OCTOBER 24

10:00 am – 6:00 pm

### FRIDAY, OCTOBER 25

9:00 am – 5:00 pm

## EXHIBIT SET UP

### TUESDAY, OCTOBER 22

8:00 am – 4:00 pm

Large booths 20'x20' or bigger

### WEDNESDAY, OCTOBER 23

8:00 am – 4:00 pm

All booth sizes

\*Booth set up must be complete by 7:00 am Thursday

## EXHIBIT DISMANTLE

### FRIDAY, OCTOBER 25

Exhibit Hall is open until 5:00 pm

Dismantle can begin after last break ends at 3:30 pm

6:15 pm – 11:00 pm –

GES will bring out empties after final poster tour

### SATURDAY, OCTOBER 26

10:00 am – 2:00 pm

## IMPORTANT DATES

### MID- MARCH

Booth and Sponsorship Sales Opens

### APRIL 10

Housing Opens

### JUNE

GES Service Kits Available

### JULY 31

Deadline to commit to Surgical Suite

### AUGUST 22

Rooming List Due

### SEPTEMBER 23

Early Bird Pricing Deadline

### SEPTEMBER 24

Booth Order Forms due to GES to receive Discounted Rates



## PAYMENT AND CANCELLATION DATES

### AUGUST 31

Full payment due for booth and sponsorship fees

### THROUGH AUGUST 31

Full refund of fees paid

### SEPTEMBER 1-SEPTEMBER 24

50% booth fees refunded

### SEPTEMBER 25

OTA retains 100% of exhibit space fees

## EXHIBIT HALL HOURS

DATE	HOURS OPEN	UNOPPOSED TIME TO VISIT EXHIBITS	LUNCH BREAK & TIME TO VISIT EXHIBITS	UNOPPOSED TIME TO VISIT EXHIBITS	OTHER
<b>BADGE PICK UP WEDNESDAY - FRIDAY 6:30 AM-5:00 PM / SATURDAY 6:30 AM-1:00 PM</b>					
<b>THURSDAY, OCTOBER 24</b>	10:00 am-6:00 pm	10:15 am-10:45 am	12:00 pm-1:00 pm	3:00 pm-3:20 pm	5:00 pm-6:00 pm Exhibitors' Reception
<b>FRIDAY, OCTOBER 25</b>	9:00 am-5:00 pm	10:00 am-10:30 am	12:35 pm-1:35 pm	2:50 pm-3:20 pm	5:40 pm-6:20 pm Video/Poster Tour

\*Dates and times subject to change