

# Important Dates and Deadlines

## February 25

- Priority Booth Placement: Deadline for submitting the Application To Exhibit for exhibiting companies/organization **with priority points**.

## March 24

- Open Booth Placement: Exhibit hall placement open to all companies/organizations on a first-come, first-served basis.

## June

- Exhibitor Housing Open
- Exhibitor Registration Open

## June 16

- Final balances due on exhibit space. Applications to exhibit submitted after this date must be accompanied by payment in full.

## June 5

- Annual meeting abstract submission deadline date.

## August 5

- Exhibit contract cancellation deadline to receive a refund less administrative processing fee
- Deadline date to receive a refund request to downsize booth space
- Design layouts for island and multilevel booths due (1,000 sq. feet and larger only)
- Company/Product Description deadline

## August 7

- Ancillary Meeting Request Deadline

## August 29

- Advertising Space Reservation Deadline for *ASN Onsite Highlights*

## September 5

- Advertising Materials Deadline for *ASN Onsite Highlights*
- Advertising closing date for the Abstracts Supplement of the *Journal of the American Society of Nephrology*.

## September/October

- Group Housing deadline
- Exhibitor Hotel Reservation deadline

## October 2

- Exhibitor Appointed Contractor forms due
- Certificate of Insurance from exhibitor appointed contractors due (booth size 1,000 sq. feet or larger only)
- Deadline for approval of Promotional Items Distribution Form
- Booth Presentation Request Form deadline

## October 7

- *Exhibitor Registration Deadline*

## October 16

- *Advance Registration List Order Form Deadline*

## November 6

- **Show opens**

