

**Exhibitor Key Dates and Times****IMPORTANT DATES & DEADLINES****MAY 21, 2012**

- Exhibitor Service Kit available to exhibitors.  
<http://optumhealtheducation.com/anc2012/exhibit-and-sponsorship-information>

**AUGUST 13, 2012**

- Early discount rate deadline for material handling. Order form must be received by today.
- Early discount deadline for ordering optional booth furnishings

**AUGUST 17, 2012**

- Application deadline for listing in Exhibit Guide and program materials
- Company/product description deadline for Exhibit Guide
- Hotel sleeping room reservation deadline
- Cancellation of exhibit space deadline for refund

**AUGUST 27, 2012**

- Standard rate deadline for material handling. Order form must be received by today.
- Standard rate deadline for ordering optional booth furnishings

**SEPTEMBER 4, 2012**

- Last day for shipments to arrive at the warehouse without surcharges  
*The advance warehouse is closed for Labor Day, Sept. 3.  
Warehouse hours are Monday–Friday, 8:30 a.m.–4:30 p.m. CDT*
- Deadline for notification to conduct a booth drawing  
Notify [luanne.ronning@optumhealtheducation.com](mailto:luanne.ronning@optumhealtheducation.com)

**EXHIBITOR SCHEDULE****WEDNESDAY, SEPTEMBER 12**

- Exhibitor Registration: 8 to 11 a.m.
- Exhibitor Set-up: 8 to 11 a.m.
- Exhibit Hall Luncheon: 12 to 1 p.m.
- Exhibit Hall Grand Opening Reception: 5 to 7 p.m.

**THURSDAY, SEPTEMBER 13**

- Exhibit Hall Dessert Reception: 1:00 to 1:45 p.m.
- Exhibit Hall Reception: 5:30 to 7 p.m.
- Exhibit Hall Drawings: 6:45 p.m.
- Exhibit Dismantle: 7 to 9 p.m.