

Exhibitor Key Dates and Times

IMPORTANT DEADLINES

JUNE 28, 2011

- Exhibitor Service Kit available to exhibitors

SEPTEMBER 7, 2011

- 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

SEPTEMBER 16, 2011

- Exhibitor personnel registration deadline
- Deadline for notification to conduct a booth drawing
Notify luanne.ronning@optumhealth.com

SEPTEMBER 26, 2011

- Discount deadline for optional booth furnishings and labor orders

SEPTEMBER 29, 2011

- Last day for shipments to arrive at the warehouse without surcharges
Warehouse hours are Monday–Friday, 8:00 a.m.–4:30 p.m. CDT

EXHIBITOR SCHEDULE

TUESDAY, OCTOBER 4

- Exhibitor Registration: 7:00 a.m. to 3:30 p.m.
- Exhibitor Set-up: 10:30 a.m. to 3:30 p.m.
- Exhibit Hall Grand Opening Reception: 5:00 to 7:00 p.m.

WEDNESDAY, OCTOBER 5

- Continental Breakfast (Exhibits Open): 7:00 to 8:00 am.
- Exhibit Hall Dessert Reception: 1:00 to 1:30 p.m.
- Exhibit Hall Reception: 5:30 to 7:30 p.m.
- Exhibit Hall Drawings: 7:15 p.m.
- Exhibit Dismantle: 7:30 to 9:30 p.m.