

**Exhibitor Key Dates and Times****IMPORTANT DATES & DEADLINES****MARCH 28, 2014**

- Exhibitor Service Kit available to exhibitors.  
<https://www.optumhealtheducation.com/anc2014/exhibit-sponsor-info>

**AUGUST 10, 2014**

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

**AUGUST 15, 2014**

- 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, 2014**

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

**SEPTEMBER 2, 2014**

- Last day for shipments to arrive at the warehouse without surcharges  
*The advance warehouse is closed for Labor Day, Sept. 1.  
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 10**

- 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 11**

- Exhibit Hall Dessert Reception: 1:45 to 2:30 p.m.
- Exhibit Hall Reception: 5:00 to 6:30 p.m.
- Exhibit Dismantle: 6:30 to 8:30 p.m.

*\*Times are subject to change.*