

## Exhibitor Key Dates and Times

### IMPORTANT DATES & DEADLINES

#### MARCH 1, 2015

- Exhibitor Service Kit available to exhibitors.  
<https://www.optumhealtheducation.com/anc2015/exhibit-sponsor-info>

#### AUGUST 28, 2015

- Application deadline for listing in Exhibit Guide and program materials
- Company/product description deadline for Exhibit Guide

#### SEPTEMBER 8, 2015

- Hotel sleeping room reservation deadline
- Cancellation of exhibit space deadline for refund

#### SEPTEMBER 18, 2015

- Show discount price deadline. Order forms must be received by Hubbell-Tyner today.

#### SEPTEMBER 23, 2015

- 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*
- Deadline for notification to conduct a booth drawing  
Notify [luanne.ronning@optumhealtheducation.com](mailto:luanne.ronning@optumhealtheducation.com)

### EXHIBITOR SCHEDULE

#### MONDAY, SEPTEMBER 28

- Exhibitor Set-up: 12:00–4:00 p.m.
- Welcome and Wine Tasting Reception & Expo: 5:00 to 6:30 p.m.

#### TUESDAY, SEPTEMBER 29

- Continental Breakfast—Exhibits Open: 7:30 to 8:30 a.m.
- Morning and Afternoon Breaks—Exhibits Open
- Networking Reception & Expo: 5:00 to 7:00 p.m.

#### WEDNESDAY, SEPTEMBER 30

- Continental Breakfast—Exhibits Open: 8:00 to 9:00 a.m. *Updated 7/17/15*
  - Exhibit staffing is optional. The 8<sup>th</sup> Annual Wellness Walk will be taking place until approximately 8:15 a.m.
- Morning and Afternoon Breaks—Exhibits Open
- Dessert Reception—Exhibits Open: 1:45 to 2:30 p.m. *Updated 7/17/15*
- Exhibit Dismantle: 2:30 to 4:30 p.m.  
***Exhibits must be dismantled, packed and ready to move by 4:30 p.m.***

*\*Times are subject to change.*