

IMPORTANT DATES & DEADLINES

JUNE 1, 2016

- Exhibitor Service Kit available to exhibitors.
<https://www.optumhealtheducation.com/anc2016/exhibit-sponsor-info>

SEPTEMBER 2, 2016

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

SEPTEMBER 12, 2016

- Hotel sleeping room reservation deadline

SEPTEMBER 23, 2016

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

SEPTEMBER 29, 2016

- Last day for shipments to arrive at the warehouse without surcharges
Warehouse hours are Monday–Friday, 8:00 a.m.–4:00 p.m. CDT
- Deadline for notification to conduct a booth drawing
Notify luanne.ronning@optumhealtheducation.com

EXHIBITOR SCHEDULE

TUESDAY, OCTOBER 4

- Exhibitor Set-up: 12:00 to 4:00 p.m.

WEDNESDAY, OCTOBER 5

- Grand Opening & Luncheon: 11:15 a.m. to 12:45 p.m.
- Afternoon Break: 2:15 to 3:00 p.m.

THURSDAY, OCTOBER 6

- Continental Breakfast: 8:00 to 9:00 a.m.
 - Exhibit staffing is optional. The 9th Annual Wellness Walk will be taking place until approximately 8:15 a.m.
- Morning Break: 10:15 to 10:45 a.m.
- Dessert Reception: 1:30 to 2:30 p.m.
- Exhibit Dismantle: 2:30 to 4:30 p.m.
Exhibits must be dismantled, packed and ready to move by 4:30 p.m.
- 25th Anniversary Gala: 5:30 to 9:00 p.m.
Continue networking during this relaxed, fun evening event.

**Times are subject to change.*