

Exhibitor Key Dates and Times

IMPORTANT DATES & DEADLINES

AUGUST 4, 2017

- Exhibitor Service Kit will be distributed to exhibitors by the Official Service Contractor, Meetinghouse.

SEPTEMBER 1, 2017

- Early discount rate deadline for material handling. Order form must be received by today.
- Early discount rate deadline for ordering optional booth furnishings.
- 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 8, 2017

- Hotel sleeping room reservation deadline.

SEPTEMBER 18, 2017

- Standard rate deadline for ordering optional booth furnishings.
- Advance rate deadline for ordering electrical services and audio visual equipment.
- Standard rate deadline for material handling. Order form must be received by today.
- Last day for shipments to arrive at the Meetinghouse warehouse. Any shipments received after Sept. 18 will be subject to special handling charges.
Warehouse hours are Monday–Friday, 8:30 a.m.–4:30 p.m. CDT

SEPTEMBER 25, 2017

- Deadline for notification to conduct a booth drawing
Notify bethany.severson@optumhealtheducation.com

OCTOBER 5, 2017

- Exhibitors' shipments available for pickup at the Meetinghouse warehouse on or after 9:00 a.m.
Refer to the Exhibitor Kit for details.

EXHIBITOR SCHEDULE*

SUNDAY, OCTOBER 1

- Exhibitor Set-up: 5:00 to 8:00 p.m.

MONDAY, OCTOBER 2

- Exhibitor Set-up: 7:00 a.m. to 12:00 p.m.
- Grand Opening & Dessert Reception: 1:30 to 2:30 p.m.
- Happy Hour Networking Reception: 5:00 to 6:30 p.m.

TUESDAY, OCTOBER 3

- Continental Breakfast: 8:00 to 9:00 a.m.
 - Exhibit staffing is optional. The 10th Annual Wellness Walk will be taking place until approximately 8:15 a.m.
- Morning Break: 11:00 a.m. to 12:00 p.m.
- Lunch: 12:00 to 12:30 p.m.
- Afternoon Break: 2:15 to 3:00 p.m.
- Exhibit Dismantle: 3:00 to 5:00 p.m.
Exhibits must be dismantled, packed and ready to move by 5:00 p.m.