

## Exhibitor Key Dates and Times

### IMPORTANT DATES & DEADLINES

#### SEPTEMBER 6

- Certificate of Insurance (COI) required by the Hilton Minneapolis. Deadline to submit to OptumHealth Education for processing.

Submit to [luanne.ronning@optumhealtheducation.com](mailto:luanne.ronning@optumhealtheducation.com)

#### SEPTEMBER 13

- Application deadline for inclusion in the conference mobile app and program materials
- Company/product description deadline for inclusion in the mobile app.
- Cancellation of exhibit space deadline for refund

#### SEPTEMBER 20

- Hotel sleeping room reservation deadline

#### OCTOBER 3

- Early discount price deadline for ordering optional booth furnishings and carpet. Order must be received with full payment by Corexpo today.

#### OCTOBER 7

- Early discount price deadline for material handling. Order form must be received with full payment today.
- Last day for shipments to arrive at the warehouse. Any shipments received after Oct. 7 will be subject to late warehouse charges.
- Deadline for notification to conduct a booth drawing

Notify [luanne.ronning@optumhealtheducation.com](mailto:luanne.ronning@optumhealtheducation.com)

### EXHIBITOR SCHEDULE

#### SUNDAY, OCTOBER 13

- Exhibitor Set-up: 2:00 to 5:00 p.m.

#### MONDAY, OCTOBER 14

- Exhibitor Set-up: 7:30 to 11:00 a.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 15

- 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 4:30 p.m.  
***Exhibits must be dismantled, packed and ready to move by 4:30 p.m.***
- Carrier Check-in: 3:00 to 4:30 p.m.