



ASCB | EMBO 2019 meeting

Washington, DC • December 7-11

IMPORTANT DATES/DEADLINE CHECKLIST

	DEADLINE DATE	ITEM
<input type="checkbox"/>	Wednesday, September 4	Exhibitor Listing Information submitted through the Exhibitor Portal
<input type="checkbox"/>		Premium Exhibitor Listing Application Deadline
<input type="checkbox"/>	Wednesday, September 18	Tech Talk Abstract submitted through the Exhibitor Portal
<input type="checkbox"/>	Monday, September 30	Photography Deadline – DCH FOTO
<input type="checkbox"/>	Thursday, October 3	Exhibitor Registration Early Bird Deadline – submitted through the Exhibitor Portal
<input type="checkbox"/>	Wednesday, October 9	Lead Management Services Early Bird Deadline - Experient
<input type="checkbox"/>	Friday, October 25	Booth Rendering Submission Form submitted through the Exhibitor Portal
<input type="checkbox"/>		Drawing/Raffle/Giveaway Form submitted through the Exhibitor Portal
<input type="checkbox"/>		Exhibitor Appointed Contractor (EAC) Notification Form submitted through the Exhibitor Portal
<input type="checkbox"/>		Food and Beverage Distribution Request Form submitted through the Exhibitor Portal
<input type="checkbox"/>		Onsite Contact Form submitted through the Exhibitor Portal
<input type="checkbox"/>	Tuesday, November 5	Freeman Advance Freight Warehouse Opens – please refer to Shipping Information
<input type="checkbox"/>	Tuesday, November 12	Internet and Telecommunication Service Advance Price Deadline – SmartCity
<input type="checkbox"/>	Thursday, November 14	Audio Visual Equipment Advance Price Deadline – AV Projection
<input type="checkbox"/>		Catering/Hospitality Order Deadline – ARAMARK
<input type="checkbox"/>		General Service Contractor Service Order Form Advance Price Discount Deadline – Freeman
<input type="checkbox"/>	Wednesday, November 18	Electrical Services , Plumbing and Rigging Advance Price Deadline – Hi-Tech
<input type="checkbox"/>	Wednesday, November 27	Last day for freight to the Freeman Advance Warehouse to arrive without after deadline surcharge.
<input type="checkbox"/>	Thursday, December 5	Move-In begins for all exhibits at 1:00pm

Contact Sharon Boutin, ASCB Exposition Management, at sharon.boutin@spargoinc.com or 571-279-0028 with any questions.