



Meeting Dates: October 21 - 24, 2018 • Exhibit Dates: October 21 - 23, 2018 • Henry B. Gonzalez Convention Center

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2018

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Mark your calendar for the following important dates and deadlines:

AUGUST	
August 16	Exhibitor Registration Opens
August 24	Exhibitor Rooming List Due at 5:00 p.m. Eastern time
August 30	Priority Points Sent to Exhibitor for Review
SEPTEMBER	
September 7	Booth Renderings Due (Booths 400 square feet and larger*) Rigging Renderings Due (Booths 400 square feet and larger*) On-site Contact Form Due – Mandatory* Giveaways Form Due – Mandatory* After-Hours Access Form and Addendum Due Product Showcase Information Due for ASTRO Daily News
September 13	Advanced Registration Deadline – rate for extra booth passes will increase after this date
September 14	Deadline to Submit 2018 Priority Point Discrepancies for 2019 On-site Booth Selection

September 16	Notification of Intent to Use EAC/Non-official Contractor Form Due*
September 21	Discount Deadline for Lead Retrieval Certificate of Insurance for EACs Due* Discount Deadline for GES Orders Discount Deadline for AV/Computer Rental
September 24	Ambassador Booth Appointments Sent
September 27	Last Day to Make Changes to Exhibitor Rooming List via the ASTRO Housing Center
<b>OCTOBER</b>	
October 1	Discount Deadline for Internet/Telephone
October 8	Ambassador 2019 Annual Meeting Booth Assignments Begin
October 9	Discount Deadline for Booth Security Order
October 20	<b>ALL Booths</b> must be set by 8:00 p.m.
October 24	Move-out begins at 5:00 p.m.
October 25	All Freight must be packed and ready to ship by 12:00 p.m.

*\*These are mandatory forms required for all exhibitors. Exhibitor must submit their required form via the online submission process.*

#### **Questions?**

Should you have any questions exhibit sales, exhibit management and priority points, please contact:

#### **Exhibit Sales**

John Barrett at [john.barrett@spargoinc.com](mailto:john.barrett@spargoinc.com)

#### **Exhibit Management**

Shirley Harris at [shirley.harris@spargoinc.com](mailto:shirley.harris@spargoinc.com)

#### **Priority Points**

Martina Raskova at [martina.raskova@spargoinc.com](mailto:martina.raskova@spargoinc.com)

# ASTRO

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