

DEADLINES AND REMINDERS

**Nov. 7-10 ■ Las Vegas
ASA Convention & Expo**

Feb.

Feb. 28

- Contract and payment due to participate in priority points booth location placement.
- SPONSORS: First payment due to secure sponsorships.

April

April 3

- A full refund of the booth rental fee will be given to exhibitors submitting written cancellation of their exhibit space on or before this date.

May

May 1

- SPONSORS: Balance due for all sponsorships.

June

June 1

- A 50% refund of the booth rental fee will be given to exhibitors submitting written cancellation of their exhibit space on or before this date. No refund will be made for booth space cancellations after this date or for no-shows.

July

July 5

- Exhibitors that have submitted complimentary exhibitor listings forms and full payment of their exhibit space will have their listings included in the Sept.-Oct. issue of *Staffing Success* and the convention book.
- Advertising contracts due for Sept.-Oct. issue of *Staffing Success* magazine.

August

Aug. 1

- Sept.-Oct. issue of *Staffing Success* magazine ad materials due.

Aug. 28

- Convention book advertising contracts and payment due.

Sept.

Sept. 1

- Exhibitors that have submitted complimentary exhibitor listings forms and full payment of their exhibit space will have their listings included in the convention book.
- Convention book ad materials due.
- Convention Bag Advertisers: Contract and payment due.
- Convention Bag Advertisers: ASA to receive the sample of your item to be included in the convention registration bag for review.
- SELECT EXHIBITORS IN 20-FOOT-BY-20-FOOT OR LARGER BOOTH SPACE: ASA to receive your island display booth plans for review.
- SELECT SPONSORS WITH SPEAKING OPPORTUNITIES: ASA to receive your script for review.

Sept. 15

- Advertising contracts due for Nov.-Dec. issue of *Staffing Success* magazine.

Sept. 24

- Hotel registration deadline

Oct.

Oct. 1

- Nov.-Dec. issue of *Staffing Success* magazine ad materials due.

Nov.

Nov. 3

- Convention Bag Advertisers: Materials due to arrive at The Venetian.

Nov. 7

- Exhibit setup 8 a.m.-5 p.m., Venizia Ballroom, The Venetian
- All exhibits to be set up by 5 p.m.
- Exhibitor meeting, 5-5:30 p.m., location to be announced.
- Reception for First-Time Attendees and New Members (to include exhibitors), 5-6:30 p.m.
- Welcome Reception with exhibitors, Expo open 6:30-9 p.m.

Nov. 8

- Expo open 10 a.m.-3:30 pm.

Nov. 9

- Expo open 9:30 a.m.-4 p.m.

Nov. 10

- Expo open 10 a.m.-2:30 p.m.
- Expo teardown 2:30-5 p.m.