

DEADLINES AND REMINDERS

February

Feb. 27

- Contract and payment due to participate in priority points booth location placement. ASA associate membership dues payment for 2009 required to receive priority point consideration.

June

June 12

- Deadline to submit complimentary exhibitor listings forms and full payment of exhibit space to be included in the September–October issue of *Staffing Success* and the convention notebook.
- Deadline for a full refund of the booth rental fee to exhibitors submitting written cancellation of their exhibit space on or before this date

July

July 15

- Advertising contracts due for September–October issue of *Staffing Success* magazine.
- Convention notebook advertising contracts and payment due.

July 31

- EXHIBITORS IN 20-FOOT-BY-20-FOOT OR LARGER BOOTH SPACE: ASA to receive your island display booth plans for review.
- Deadline for a 50% refund of the booth rental fee 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.
- Deadline to submit complimentary exhibitor listings forms and full payment of exhibit space to have listings included in convention notebook.

August

Aug. 1

- September–October issue of *Staffing Success* magazine ad materials due.
- Convention notebook advertising materials due.

Aug. 5

- Exhibitor service manual will be mailed to exhibitors.

September

Sept. 1

- Certificate of insurance due to ASA.

Sept. 16–Oct. 13

- Advance warehouse shipments to arrive in Orlando.

Sept. 28

- Deadline to place advance orders for exhibitor services at a discount with Hargrove Inc.

October

Oct. 1

- Deadline to send mailers to ASA for approval.

Oct. 10

- Postmark deadline for mailers.

Oct. 19

- Exhibit hall setup for exhibitors—by appointment only.

Oct. 20

- Staffing World exhibitor registration open 8 a.m.–8:30 p.m.
- Exhibit hall setup for all exhibitors 8 a.m.–3 p.m.
- All exhibit booths to be ready for operation by 3 p.m.
- Expo grand opening and welcome reception with open bar. Dedicated expo-only hours 6–8:30 p.m.

Oct. 21

- Staffing World exhibitor registration open 7:30 a.m.–7 p.m.
- Expo open 10 a.m.–4 p.m.
- Expo refreshment break for attendees and exhibitors 10–11 a.m.
- Knowledge Network 11 a.m.–12:30 p.m.
- Expo hall luncheon for attendees and exhibitors 12:30–2 p.m.
- Expo refreshment break for attendees and exhibitors 3–4 p.m.
- Membership section receptions.

Oct. 22

- Staffing World exhibitor registration open 7:30 a.m.–6:30 p.m.
- Expo open 10:30 a.m.–4:30 p.m.
- Expo refreshment break for attendees and exhibitors 10:30–11:30 a.m.
- Expo finale luncheon for attendees and exhibitors 12:30–2:30 p.m.
- Expo refreshment break for attendees and exhibitors 3:45–4:30 p.m.
- Expo teardown begins 4:30–8:30 p.m.
- The Scene party 7–10 p.m.