



ACOG

ANNUAL CLINICAL &  
SCIENTIFIC MEETING  
MAY 17-19, 2024 • SAN FRANCISCO, CA

## DEADLINE CHECKLIST

- March 22 Final Program Exhibitor Profile Listing Due
- April 15 Island Booth Rendering Approval Forms Due
- April 15 Giveaway Request Form Due
- April 15 Onsite Contact Information Form Due
- April 15 Exhibitor Appointed Contractor (EAC) Intent Form Due
- April 15 Shipments can begin arriving at the Freeman Advance Warehouse
- April 16 Freeman Advance Discount Deadline
- April 16 Audio Visual Advance Discount Deadline
- April 16 Electrical Service Advance Discount Deadline
- April 17 Lead Retrieval Advance Discount Deadline
- April 17 Booth Catering Advance Discount Deadline
- April 26 Booth Photography Advance Discount Deadline
- May 3 Internet/Telephone Advance Discount Deadline
- May 7 **ADVANCE WAREHOUSE SHIPMENT DEADLINE**  
(after this time/date, shipments received at the warehouse are subject to additional late charges)
- May 14 **ON-SITE/DIRECT SHIPMENTS MAY BEGIN ARRIVING TO THE MOSCONE CENTER AT 8:00 a.m.** Shipments sent directly to the Moscone Center will not be accepted prior to this date.
- May 17 Exhibits **MUST** be set by 11:00 a.m. (No variances beyond this time allowed)

**THIS CHECKLIST MAY NOT INCLUDE ALL DEADLINES - PLEASE REFER TO ALL OTHER DEADLINES FROM OFFICIAL SERVICE CONTRACTORS ON THEIR INDIVIDUAL ORDER FORMS OR BY CONTACTING THE APPROPRIATE CONTRACTOR DIRECTLY.**