

Planning Tips

- Give copies of all orders, invoices, and paperwork associated with exhibiting and shipping to your onsite exhibit staff.
- Remind onsite staff that early dismantling of exhibits is prohibited. All exhibits must remain fully intact and staffed during all published exhibit hall hours.
- Order services by the deadlines shown on the forms to take advantage of discounts (if applicable).
- Maximize your investment by connecting with attendees **before** the Symposium by purchasing an attendee mailing list through INFOCUS. Visit the meeting website to learn more.
- Remember to pack in your shipment scissors, packing tape, and other supplies you may require onsite.
- Carefully review all pieces when delivered to your exhibit table and document any damage; provide the Exhibit Operations Manager with a copy of your damage report (if applicable).
- Complimentary, in allotment registrations are included in your exhibit. In allotment registrations must be submitted by 11:59 PM (ET) on Friday, February 10, 2023. After this deadline, in allotment registrations will be subject to a \$300 onsite processing fee.

Questions? Contact Eileen McGill, Exhibits Operations Manager



800-564-4220 (within the U.S.) or 703-679-3969



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