

**Move In, Move Out, And Exhibits Schedule\***

Event	Date and Time	Additional Information
<b>Move In</b>	<b>Wednesday, February 15</b> <b>3:00 PM – 5:00 PM</b>	<b>All exhibits must be set by 5:00 PM on Wednesday, February 15*</b> If you cannot meet this deadline, you <b>must</b> request a variance. Please contact Eileen McGill at 703-679-3969 or <a href="mailto:guexhibits@spargoinc.com">guexhibits@spargoinc.com</a> by 5:00 PM ET on Friday, February 10.
<b>Exhibit Hours</b>	<b>Thursday, February 16</b> <b>7:00 AM – 6:45 PM</b>  <b>Friday, February 17</b> <b>7:00 AM – 6:15 PM</b>	Hours during which your exhibit table must be staffed as attendees will be in the Posters, Exhibits, and Food Room:  <b>Thursday, February 16</b> 7:00 AM – 7:45 AM Complimentary Continental Breakfast 9:30 AM – 10:00 AM Break 11:30 AM – 1:00 PM Poster Session with Complimentary Boxed Lunch 2:30 PM – 3:00 PM Break 5:45 PM – 6:45 PM Poster Session with Complimentary Wine and Cheese  <b>Friday, February 17</b> 7:00 AM – 7:55 AM Complimentary Continental Breakfast 9:30 AM – 10:00 AM Break 12:30 PM– 2:00 PM Poster Session with Complimentary Boxed Lunch 5:15 PM – 6:15 PM Poster Session with Complimentary Wine and Cheese
<b>Move Out</b>	<b>Friday, February 17</b> <b>6:15 PM – 7:15 PM</b>	<b>Exhibits may not be dismantled before 6:15 PM on Friday, February 17.</b> Early dismantling of exhibits is prohibited.  The Symposium’s designated general service contractor will dismantle any exhibits that are not taken down by 7:15 PM. Exhibitors will be responsible for all charges related to tear down.

\*Please note that times are subject to change.

Questions? Contact Eileen McGill, Exhibits Operations Manager



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



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