



## ISTH SSC 2010 – SPONSOR and EXHIBITOR DEADLINES

Saturday	January 16	100% of cost of booked sponsorships / exhibits retained if cancelled
Sunday	January 30	Early registration fee deadline
Monday	February 1	Symposia program outlines due for approval to <a href="mailto:margo_price@isth.org">margo_price@isth.org</a> .
Monday	February 1	Deadline to include sponsor/exhibit investment that counts for ISTH 2011 ranking
Monday	March 15	Final symposium & technical session programs due to <a href="mailto:margo_price@isth.org">margo_price@isth.org</a> .
Monday	March 15	Print-ready advertisements for program books due to <a href="mailto:info@pioneer-events.com">info@pioneer-events.com</a> .
Monday	March 15	Detailed plans for exhibition stands due (for space only reservations) to <a href="mailto:info@pioneer-events.com">info@pioneer-events.com</a> .
Monday	March 15	Submission of company profile to include in Final Program to <a href="mailto:margo_price@isth.org">margo_price@isth.org</a> .
Friday	March 26	Deadline for exhibitors to place booth furnishing and supply orders
Friday	March 26	Deadline for exhibitors to order a standard shell scheme
Friday	April 2	Deadline to send sample bag insert artwork for approval to <a href="mailto:margo_price@isth.org">margo_price@isth.org</a> .
Friday	April 2	Deadline to submit signage artwork for sponsored sessions to <a href="mailto:margo_price@isth.org">margo_price@isth.org</a> .
Monday	April 12	Relevant sponsors notified about number of bag inserts required
Tuesday	April 20	Deadline for payment of booth orders
Friday	April 23	Pre-registered delegate labels sent to symposia / session sponsors

Friday	April 23	Deadline to order additional audio-visual equipment for symposia	
Saturday	May 1	Exhibitor registration deadline. Contact <a href="mailto:info@pioneer-events.com">info@pioneer-events.com</a> for Assistance.	
Sunday	May 2	Catering order deadline	
Sunday	May 2	Deadline to order decorations & amenities for symposium room	
Friday	May 14	Delivery deadline for meeting bag inserts	
Friday	May 14	Deadline for arrival of all airfreight shipments	
Friday	May 21	09:00 – 18:00	Exhibit set up for pre-built or constructed booths. (If extra set up time is anticipated, contact Nader Samy at <a href="mailto:info@pioneer-events.com">info@pioneer-events.com</a> .)
		12:00 – 18:00	Exhibit set up for scheme booth decorations
Saturday	May 22	10:00 – 18:00	Exhibit open
Sunday	May 23	10:00 – 18:00	Exhibit open
Monday	May 24	10:00 – 18:00	Exhibit open
Tuesday	May 25	10:00 – 13:00	Exhibit open
Tuesday	May 25	13:30 – 18:00	Exhibit dismantling