

LOCATION, SCHEDULE & CRITICAL DATES

Location

Palm Springs Convention Center
Oasis Exhibit Halls 1 - 5
277 North Avenida Caballeros
Palm Springs, CA 92262

Schedule

Exhibitor Move-In

Sunday, November 13 1:00 pm - 6:00 pm
Monday, November 14 6:30 am - 9:30 am

Exhibitor Registration & 2012 Priority Placement Forms Accepted

Sunday, November 13 1:00 pm - 7:00 pm **Extended!**
Monday, November 14 6:30 am - 2:00 pm
Tuesday, November 15 8:00 am - 1:00 pm

Dedicated Exhibit Hours

Monday, November 14 10:00 am - 2:00 pm
Tuesday, November 15 10:00 am - 1:00 pm

Exhibitor Move-Out

Tuesday, November 15 *1:00 pm - 6:00 pm

*Exhibitors may not breakdown booth(s) before 1:00 pm.
Booth dismantling to be completed no later than 6:00 pm on
Tuesday, November 15.



Critical Dates

- June 24** Exhibitor Registration Brochure mailed (hotel info, badge & special events form)
- Late August** CAHFConnectionsCenter *powered by DealCenter* goes live - make those one-on-one appointments
- September 30** Last day to **save \$200** on exhibit space!
Last day to cancel or reduce exhibit space with \$150 administrative fee withheld
- Late September/early October** Innovative Expo online Exhibitor Service Kit available for shipping, chair and table rental, additional carpet, electrical, union regulations
Exhibitor Update #1 e-mailed. Includes FAQs plus show odds & ends
- October 14** Deadline for listing in the Convention & Show Directory
FULL PAYMENT DUE FOR EXHIBIT SPACE
Invoice mailed on or before September 9, 2011
Full payment must accompany all Exhibit Space Contracts received after this date. All early bookings must be paid in full by this time.
Last day to cancel or reduce exhibit space with 50% of total booth cost retained
NO REFUNDS for exhibit space cancellations or space reduction requests received **AFTER** this date. 100% of total booth cost retained.
Exhibitor Update #2 e-mailed. Includes reminders & last minute details.
- October 28** **Deadline for submitting names for badges** and special event requests
- November 13** Exhibitor move-in 1:00 pm - 7:00 pm **Extended!**
2012 Priority Placement Forms accepted NEW!
- November 14** Exhibitor move-in 6:30 am - 9:30 am
Exhibitor registration 6:30 am - 2:00 pm
2012 Priority Placement Forms accepted NEW!
Dedicated exhibit hours 10:00 am - 2:00 pm
- November 15** Exhibitor registration 8:00 am - 1:00 pm
2012 Priority Placement Forms accepted NEW!
Dedicated exhibit hours 10:00 am - 1:00 pm
Exhibits and all materials **MUST** be removed from exhibit hall by 6:00 pm
- Mid-December** E-mailed post-show list of registered attendees provided to exhibitors

