

## 2010 AORN Congress Schedule and Important Deadlines

(2 pages)

Item	Deadline (Space Closing/ Maximum Exposure/ Go Live)	2nd Deadline (Materials Due)	3rd Deadline	4th Deadline	Find Form/Info	Applies To:	Complete?
MyAORNCongress Live for Exhibitors	10/5/2009	<a href="#">Free listings available. Log in online.</a>			Login sent via email	Everyone	
Exhibitor Registration Is Available	10/30/2010				Link: Online Service Kit	Everyone	
Exhibitor Function Space Requests	11/23/2009	Requests rc'd after 11/23 filled on 1st come-1st served, space available basis. Requests rc'd after 2/1/10 subject to \$100 administrative fee.			AORN Forms	Everyone	
Sponsors inc. in pre-congress AORN Journal	11/23/2009					Sponsors only	
MyAORNCongress live for Attendees	12/1/2009	<a href="#">Log in Online</a>				Everyone	
Booth Payment Due in Full	12/1/2009					Everyone	
MyAORNCongress traffic campaigns to attendees begin	1/12/2010	<a href="#">Log in Online</a>				Everyone	
Lead Retrieval	1/1/2010	1/29/2010	1/29/2010		Official Contractors	Everyone	
MyAORNCongress listings due: January <i>AORN Journal</i> (FREE! All Registered Exhibitors Name, Booth, Web address only)	11/6/2009	<a href="#">Log in Online</a>				Everyone	
MyAORNCongress listings due: Congress (Feb) <i>AORN Journal</i> (Microsite subscribers Only! - 500 Character Limit)	12/7/2009	<a href="#">Log in Online</a>				Everyone	
Featured Product Showcase Due	1/8/2010	1/15/2010	Also included in Congress Program Guide!		AORN Forms	Advertisers Only	
Sponsors inc. in Congress Program Guide	1/15/2010					Sponsors only	
Congress Resources - Advertising	1/15/2010	1/22/2010			Call AORN for Space	Advertisers Only	
Program Guide - Advertising	1/22/2010	1/29/2010			Call AORN for Space	Advertisers Only	
AORN Pre-registration lists available	1/29/2010	Updates available for 1/2 price, weekly after 1/29/10.			AORN Forms	Advertisers Only	
Exhibit Guide Listing Data pulled from MyAORNCongress (FREE! All Exhibitors)	1/29/2010	<a href="#">Log in Online</a>				Everyone	
Banner Art Early Date	2/2/2010	2/9/2010	2/16/2010	2/23/2010	Freeman Forms	Advertisers Only	
Hanging Banner Return Receipt Form	2/4/2010	If this form is not submitted, your banner will be destroyed after the show.			Freeman Forms	Everyone	
Freeman begins receiving advance freight	2/15/2010				Freeman Forms	Everyone	
Grand Rounds Form & Payment Due	2/19/2010	2/19/2010			AORN Forms	Advertisers Only	
Congress News PRINT	2/19/2010	2/26/2010			Call AORN for Space	Advertisers Only	
Congress News ONLINE	2/22/2010	3/1/2010			Call AORN for Space	Advertisers Only	
Freeman Early Rate Order Deadline	2/25/2010	After stated deadline, early Rates are no longer valid.			Freeman Forms	Everyone	
Freeman AV Early Rate Order Deadline	2/25/2010	After stated deadline, early Rates are no longer valid.			Official Contractors	Everyone	
Electric Services	2/25/2010	<a href="#">Receive 20% discount by orderling online only.</a>			Official Contractors	Everyone	
Telephone & Cable TV Orders	2/25/2010	<a href="#">Receive 20% discount by orderling online only.</a>			Official Contractors	Everyone	
Air / Water / Drain Orders	2/25/2010	<a href="#">Receive 20% discount by orderling online only.</a>			Official Contractors	Everyone	
Internet Orders	2/25/2010	<a href="#">Receive 20% discount by orderling online only.</a>			Official Contractors	Everyone	
Freeman warehouse receiving late fees begin	3/6/2010				Freeman Forms	Everyone	

CO Convention Center begins receiving freight	3/11/2010		Freeman Forms	Everyone	
Floral Orders	No early deadline		Official Contractors	Everyone	
Booth/Event Staff	No early deadline		Official Contractors	Everyone	
Photography Order	No early deadline	Cancellations received less than one week prior to the first day of exhibitor move-in will be billed at 50%	Official Contractors	Everyone	

NOTE: Sponsors may have additional items due, depending on the type of sponsorship reserved. Please refer to your sponsorship contract and communications from AORN staff for full details. Contact Doug Collier or Angie Murgel at (800) 755-2676 or sales@aorn.org with questions.

<b>KEY</b>	SPONSORSHIPS	Congress Publications	BOOTH ORDERS/Increased Fees	ADVERTISING	N/A
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