

# AUA 2021

Category	Action Item	Deadline	Submit to	✓
Exhibit Opportunities	Review and Participate in the Skills Challenge	<a href="#">Click Skills Challenge for availability</a>	AUA	
	Review and Participate in Sponsorship Opportunities	<a href="#">Click Sponsorships for availability</a>	AUA	
Housing	Room Lists due	7/9/21	onPeak	
	Hotel Blocks must be guaranteed with a credit card	7/16/21	onPeak	
	Last day to cancel hotel rooms without penalty	7/16/21	onPeak	
	Last day for hotel room name change	8/20/21	onPeak	
Finance	Submit full payment (For example: booth space, Skills Enhancement Workshop, etc)	30 days from Invoice	AUA	
Lead Retrieval	Early Bird rate deadline	7/12/21	CompuSystems	
	Advance Price Deadline	8/9/21	CompuSystems	
Marketing	Obtain Press Information	<a href="#">Click Press Central for availability</a>	AUA	
	Invite Key Buyers and Customers	Check your marketing plan	Exhibitor	
	AUA Daily News Online	<a href="#">Click Advertising for rate card</a>	Ascend	
	Deadline to submit – Exhibitor Profile & Website Information to be included in the digital Scientific Program	3/1/21	AUA	
	Attendee Mailer-Last day for Early Pre-registration attendee mailing list	6/30/21	AUA	
	AUA Daily News ePreview #1	7/7/21	Ascend	
	Exclusive Exhibitor Emails	7/9/21	Ascend	
	Doctors Bag Inserts & Premium	7/14/21	Ascend	
	AUA Daily Newsstands	7/16/21	Ascend	
	Mystery Diagnosis	7/16/21	Ascend	
	AUA Daily News ePreview #2	7/19/21	Ascend	
	Attendee Welcome Guide	7/29/21	Ascend	
	AUA Daily News	7/29/21	Ascend	
	AUA Daily News ePreview (S&T Hall) #3	7/30/21	Ascend	
	Virtual Platform Log-In Emails	8/6/21	Ascend	
	AUA Daily eNews	8/12/21	Ascend	
	AUA Daily News eHighlights #1	8/18/21	Ascend	
	AUA Daily News eHighlights #2 (Industry Programs)	8/25/21	Ascend	
	Mobile App & Print-Exhibitor Directory Exhibit information due	TBD	AUA	
	Print Ad -Exhibitor Directory advertising artwork due	TBD	AUA	
S&T Hall Networking Event - Deadline for inclusion in "Guide"	TBD	AUA		
Registration	Early Exhibitor Registration open	4/14/21	AUA	

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Request Forms	Booth Presentation and Activity Form (Speaker, F&B)	7/30/21	AUA	
	Booth Giveaway Approval	7/30/21	AUA	
	Exhibitor Sponsored Event & Function Space Request	7/30/21	AUA	
	EDC Notice	7/30/21	AUA/GES	
Transportation	Check out Travel/Car Discounts	<a href="#">Click Official AUA2021 Vendors</a>	Hertz	
Operations	Schedule Booth Staff	<a href="#">45 days from Annual Meeting</a>	Exhibitor	
	Schedule In-booth Training	<a href="#">45 days from Annual Meeting</a>	Exhibitor	
	AUA Exhibitor Rules	<a href="#">Click Exhibitor Rules &amp; Regulations on the website</a>	AUA	
	Las Vegas Union Rules	<a href="#">Click GES Service Kit on the website</a>	GES	
	Shipping- Advance shipments accepted	8/9/21-8/30/21	GES Warehouse	
	Multi-level booth design approval due	7/8/21	AUA/Sands Expo	
	Submit Skills Enhancement Workshop room layout	7/22/21	AUA	
	ExpoSuite artwork for signage displayed outside of booth	7/22/21	AUA	
	Booth Design Review Form - No booths allowed to set at Sands Expo Center without AUA pre-approval of design (Islands, Retail, Peninsula, audiovisual, rigging)	7/30/21	AUA	
	Retail booths Pre-Approval	7/30/21	AUA	
	Request to use Lasers, X-Rays & Compressed Gases	7/30/21	AUA	
	Notice of intent to use biological waste	7/30/21	GES/AUA	
	Booth Labor- Exhibitor Designated Contractor (EDC) notice forms due	7/30/21	AUA	
	Certificate of General Liability Insurance (List AUA as additional insurer)	8/3/21	AUA	
	EDC Certificate of General Liability Insurance (List AUA as additional insurer)	8/3/21	AUA/GES	
	Targeted Move-In – Last day to request variance to assigned time	8/3/21	GES	
	AUA Skills Workshop Activity	8/9/21	AUA	
	Installation & Dismantling Labor	8/9/21	GES	
	Furniture/Accessory/Carpet Rental	8/9/21	GES	
	Material Handling	8/9/21	GES	
In-Booth Rigging & Forklift / Hanging Sign (under 200 lbs)	8/9/21	GES		
Hanging Sign (201lbs and higher)	8/9/21	Sands Expo		
Internet/Telecom - Advance Rate	8/9/21	Sands Expo		

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Operations	Transportation - Reserve private bus and car service	8/9/21	Hertz	
	Floral - Order flowers and green plants	8/9/21	Sands Expo	
	Booth Personnel - Order quality booth staff	8/9/21	CMT Agency	
	Audio Visual and Computer Rental - Discount rate deadline	8/9/21	GES	
	Catering – Advance order price deadline	8/9/21	Sands Expo	
	Cleaning in Booths - Advance rate deadline	8/9/21	GES	
	Electricity & Plumbing -Advance rate deadline	8/9/21	Sands Expo	
	Security– Advance Rate deadline	8/9/21	TBD	
	Photography - Order photographic and video services	8/9/21	OA Visuals	
	Shipping – Last day for advance shipments to arrive at GES	8/30/21	GES	