

Exhibit Prospectus: Important Dates

2012

Friday, November 16 Early Bird exhibit rate deadline.
After this date regular rates apply and full payment is due at time of application.
Balance due for exhibitors who met early bird deadline.

Early December Attendee housing and registration open

2013

Early January Exhibitor housing and registration opens

Monday, January 7 Annual meeting tote deadline

Wednesday, January 16 Last day to cancel with 50% cancellation fee. 100% cancellation fee applies to cancellations received on or after January 17th.

Monday, January 21 Exhibit space assignments begin to go out by e-mail.
***Please note that if AERA has not received payment, you will not receive your booth assignment at this time.**

Early February Online Exhibitor Service Manual goes out by e-mail
Order information and forms for services such as booth furnishings, display units, booth carpeting, tables and chairs, booth cleaning and labor, as well as catering, audiovisual, electrical and telecommunications will be available.

Monday, February 4 Lanyard sponsorship deadline.

Monday, February 4 Reception sponsorship deadline.

Friday, March 1 Program advertisement insertion orders due

Friday, March 8 Program advertisement camera-ready copy due

Monday, March 11 Annual Meeting Program listing deadline
Only those exhibitors who purchased exhibit space and sponsorships by this date will appear in the Annual Meeting Program. After this date, exhibit space and sponsorships listings will appear in the Supplement.

Monday, March 18 Advance registration mailing list available for rent

Friday, March 29 Advance to warehouse shipments accepted beginning this day

Monday, April 1 Hotel reservation cutoff date

Friday, April 5 Registration Area Literature Kiosk/Exhibit Hall Literature Kiosk/Booth for Product Sales sponsorship deadline

Friday, April 12 Discount deadline for ordering Freeman products and services

Friday, April 19 Advance freight shipping deadline

Friday, April 19 Career Center registration deadline

Friday, April 26 On-site registration open

Saturday, April 27 Direct-to-show site shipment must arrive no earlier than this date at 10 AM

Saturday, April 27 Exhibitor move-in 10:00 AM – 5:00 PM

Saturday, April 27 –
Wednesday, May 1 2013 AERA Annual Meeting

Sunday, April 28 –
Tuesday, April 30 Exhibits open

Tuesday, April 30 Exhibitor move-out 5:01 PM – 9:00 PM