

## November 7, 2011, midnight Eastern Standard Time

- **Early Individual Exhibitor Registration Discount Deadline**  
Last day to save up to \$300 by paying the early Individual Exhibitor Delegate registration fee of \$795 for U.S. Travel Association Members and \$1,300 for Non-Members for either new exhibitor delegates or individuals previously submitted and not yet paid for. Standard registration fees (\$1,095 for U.S. Travel Association Members and \$1,470 for Non-Members) go into effect at 12:01 a.m. Eastern Standard Time on November 8.
- **Early Shared Booth Delegate Registration Discount Deadline**  
Last day to save \$260 by paying the early Shared Booth Delegate registration fee of \$975 for either new shared booth delegates or individuals previously submitted and not yet paid for. Standard registration fee (\$1,235) goes into effect at 12:01 a.m. Eastern Standard Time on November 8.

## December 19, 2011, midnight Eastern Standard Time

- **Full Individual Registration Refund Deadline**  
Last day to receive a 100% refund for cancelled Individual Exhibitor and Shared Booth Delegate registrations. Cancellations between December 20 and January 23, 2011 will receive a 50% refund.
- **50% Booth Refund Deadline**  
Last day to receive a 50% refund of booth fees for cancelled booth space.

## January 23, midnight Eastern Standard Time

- **50% Individual Registration Refund Deadline**  
Last day to receive a 50% refund for Individual Exhibitor and Shared Booth Delegate registrations.

## February 24

- **Appointment Scheduling Online Available**  
Key Contacts will receive, via email, notification and instructions for using the online appointment scheduling to electronically search for and request appointments with International and Domestic Buyers

## February 29, midnight Eastern Standard Time

- **Membership Dues Deadline**  
U.S. Travel Association 2012 membership dues must be paid by this date to qualify for the member booth and registration rates.
- **Booth Assignments and Exhibitor Services Information**  
Key Contacts will be notified of their booth assignments and the information they need to coordinate their booth shipping and décor logistics.

## March 5

- **Multiple Booth Scheduling Option Form Due**  
Last day to submit your request for this appointment scheduling option.

## March 16, midnight Eastern Standard Time

- **Appointment Requests Due**  
Appointment Requests must be submitted directly to U.S. Travel by this date to be included in the computer-generated scheduling process.

## March 23, midnight Eastern Standard Time

- **Freeman Advance Order Deadline Date**  
In order to receive advance order discount rates listed on Freeman's price sheet, your order AND payment must be received by March 23.
- **Complimentary Optional Furniture Package Deadline**  
Last day to submit your "Complimentary Optional Furniture Package" form to include one (1) 4'x24" white skirted table, two (2) white folding chairs and one wastebasket in your booth at no additional cost.
- **Delegate Registry CD Deadline**  
Last day to submit changes to your organization's listing for the Delegate Registry CD that will be provided to all attendees onsite.

## March 29

- **Housing Reservation Deadline**  
Last chance to request housing from the Housing Bureau, but we encourage you to reserve early to ensure getting the location you want.
- **Exhibitor Appointed Contractor Form Due**  
Last day to submit this form if you are using an Exhibitor Service Contractor other than Freeman Decorating Company to install and dismantle your booth.

## Early April

- **Appointment Lists Distributed**  
You will receive your list of pre-scheduled appointments.