

## INDUSTRY MASTER TIMELINE FOR VEINS AND VIVA 2017

Wednesday, June 21, 2017

- Friday, April 13** • Exhibitor Service Kit available on website
- Friday, May 26** • Deadline for receipt of Letters of Agreement and Exhibit applications in order to be printed in 2017 Brochure
- Friday, June 9** • Device Library and Live Case Device Index uploads/revisions due via the Industry Portal
- Friday, June 16** • Payment for all grants due
- Friday, July 7** • All Satellite Session applications and Premier Suite schedules due
  - VIVA and/or VEINS 2017 Key Card artwork
  - Fellows Program supporters – Top 10 products, bio, logo & products
- Friday, July 14** • Payment for all Marketing Purchases due
- Monday, July 17** • Deadline to order Satellite Session and Premier Suite meals through VIVA Physicians
  - Company Biography & Logo for Virtual VIVA
  - All final, print-ready artwork in PDF received via Industry Portal for review and approval. (See Industry Portal for detailed guidelines and specs)
    - eBag Insert
    - eBlast
    - Satellite Session Titles (Including sessions in Premier Suites)
    - Premier Suite custom signage rendering
    - VIVA Today Newspaper Ads
    - Future Meetings Table art
- Thursday, July 20** • Last day to request a partial tuition refund
- Friday, July 28** • Acknowledgement for exhibit & grant commitments received after this date will be website posting only
- Tuesday, Aug 8** • Last day for early registration pricing. Registration increases by \$150 beginning Aug 9 through on-site
- Mon, Aug 14 - Fri, Aug 18** • VIVA to send test eBlasts for company approval
- Monday, Aug 14** • Wynn Deadline: (due by 5pm PST) Catering contract signed and receipt of initial deposit of estimated charges

- Wednesday, Aug 16**
  - Wynn Deadline: Passkey (due by 5pm PST) closes for hotel registration; final rooming list entered and 1 night's deposit per room due
- Monday, Aug 21**
  - VIVA & The VEINS attendee lists sent to supporters & exhibitors
- Friday, Aug 25**
  - Final, print-ready, PDF via industry portal for direct mail piece to VIVA pre-registration list
- Friday, Aug 25**
  - Wynn Deadline: Sign Wynn Catering Event Orders (due by 5pm PST) and full prepayment of est. charges
- Week of Aug 28**
  - eBlasts sent to VIVA database
- Monday, Aug 7**
  - First day advance freight accepted at Xpert
- Friday, August 11**
  - Advanced Lead Retrieval Orders and Payment
- Friday, Aug 18**
  - Discount price deadline at Xpert for all exhibition company orders, including booth order form
- Tuesday, Sept 5**
  - Last Day Exhibit Freight Accepted at Xpert

### ***VEINS EXHIBITORS***

#### **Saturday, Sept 9**

3:00pm-5:00pm

- The VEINS Exhibitor Installation (6' Table Tops) (No Security Overnight)

#### **Sunday, Sept 10**

9:15am-5:30pm

- The VEINS Exhibit Hours

5:20pm-6:30pm

- The VEINS Reception

7:00pm-9:00pm

- The VEINS Dismantle for those not exhibiting on Monday

#### **Monday, Sept 11**

7:00am-3:15pm

- The VEINS Exhibit Hours

3:30pm-7:00pm

- The VEINS Dismantle

### ***FOCUS EXHIBITORS***

#### **Sunday, Sept 10**

7:00pm-9:00pm

- VIVA Focus Exhibitor Installation ( CLI & Aortic 6' Table Tops)

#### **Monday, Sept 11**

- 7:00am-3:15pm • VIVA Focus Exhibit Hours
- 3:30pm-7:00pm • VIVA Focus Dismantle
- 3:30pm-4:15pm • VEINS & Focus Exhibitors participating at Fellows Reception move displays

**VIVA EXHIBITORS**

**Sunday, Sept 10**

- 9:00am-5:00pm • VIVA Exhibitor Installation

**Monday, Sept 11**

- 8:00am-2:30pm • VIVA Exhibitor Installation
- 12:00pm • Empties ready for P/U
- 2:30pm • All Out (Hall Cleared)
- 3:30pm - 4:15pm • All Out at 4:15 (Hall Cleared) **ONLY** VEINS/Focus exhibitors moving displays
- 5:30pm-7:00pm • Fellows and Industry supporters of the Fellows Program Reception (Lafite Ballroom)

**Tuesday, Sept 12**

- 7:00am-5:30pm • VIVA Exhibit Pavilion Hours (Access 1 hour prior to opening each day)

**Wednesday, Sept 13**

- 7:45am-5:30pm • VIVA Exhibit Pavilion Hours (Access 1 hour prior to opening each day)

**Thursday, Sept 14**

- 7:45am-5:30pm • VIVA Exhibit Pavilion Hours (Access 1 hour prior to opening each day)
- 5:30pm-9:30pm • Exhibitor Dismantle ( **\$2500 penalty for early dismantle**)

**Friday, September 15**

- 8:00am-5:00pm • Exhibitor Dismantle

**PREMIER SUITES**

**Saturday, Sept 9**

- 8:00am-6:00pm • Premier Suite Exterior Signage Installation only - NO EXCEPTIONS

**Sunday, Sept 10**

8:00am-5:00pm • Premier Suite Installation (Interior)

**Monday, Sept 11**

8:00am-5:00pm • Premier Suite Installation (Interior )

**Thursday, Sept 14**

5:30pm-9:30pm • Premier Suite Dismantle

**Friday, Sept 15**

8:00am-5:00pm • Premier Suite Dismantle

