

## EXHIBITION SCHEDULE: DESIGNED FOR MAXIMUM LEAD GENERATION

Activity	Thurs. 18 April	Fri. 19 April	Sat. 20 April	Sun. 21 April	Mon. 22 April	Tues. 23 April	Wed. 24 April	Thurs. 25 April	Fri. 26 April
ISM RM only Freight-Move-in	08:00–17:00	x	x	x	x	x	x	x	x
Installation of Exhibits	x	08:00–22:00	08:00–22:00	07:00–14:00	x	x	x	x	x
All exhibits must be fully operational	x	x	x	14:00: If materials have arrived but installation of any exhibit has not started by 14:00 hours on Sunday 21 April, and no special arrangements have been made, the Executive Director of ISM RM may order the exhibit to be removed from the show floor and placed in storage and the exhibitor will be billed for all charges incurred. Any exhibit space not set up by 14:00 hours on Sunday 21 April, for which no special arrangements have been made, may be resold or reassigned by the ISM RM without obligation on the part of ISM RM for any refund whatsoever.					x
Exhibitor-Registration	x	14:00–20:00	06:30–18:00	07:30–18:00	06:30–18:30	06:30–18:00	06:30–18:00	06:30–18:00	x
Exhibition Days	x	x	x	17:45–19:15 Opening Reception	10:00–17:00	09:30–17:00	09:30–17:00	09:30–16:30	x
Poster Hours	x	x	x	Poster Installation: 07:00–14:00	07:00–20:30	07:00–19:45	07:00–21:30	07:00–16:30	x
Move-Out/Dismantle	x	x	x	Dismantle of an exhibit prior to 16:30 hours on 25 April 2013 is not permitted. Any company violating this regulation will forfeit priority points, which will affect floor space assignments for future meetings. All exhibitors will begin dismantle at 16:30, Thursday, 25 April. All display materials must be packed for carrier pick up not later than 22:00, Thursday, 25 April.				Poster Dismantle 16:30–18:00	x

### NEW AND IMPORTANT SECURITY GUIDELINES

Due to overwhelming requests from our attendees to extend poster viewing hours, the ISM RM Board of Trustees has agreed it is in the best interest of our attendees to do so. Therefore, the exhibition floor will be open for longer hours in order to accommodate poster viewing. While exhibition hours will remain the same, this change simply indicates that when the Technical Exhibition closes at 17:00 daily, the exhibit hall will remain open for poster viewing. There will likely be people still roaming around viewing once you have left your booth for the day. Due to this change, it is recommended by the ISM RM for all exhibitors to consider purchasing additional security measures or securing booth valuables in a locked cupboard. While the ISM RM will provide perimeter security and walk-about security in the exhibition hall, we are not responsible for booth security. Please consider this point carefully and remember to order your own security or lockable cupboards to support valuables. Booth security forms and lockable furniture rentals will be available in our Exhibitor Service Kit which will go live online 23 January 2013 to all paid exhibitors.

The exhibition floor will be open for longer hours in 2013 for extended poster viewing.  
Once again, please read important security guidelines.