



EXHIBIT BOOTH & HOSPITALITY SUITE SCHEDULE 2017

EXHIBIT BOOTHS – Located in the Fireside Pavilion (aka underground garage) exhibit booths are accessible to conferees from 4:00 – 6:00 pm on Sunday for the Welcome Reception, 7:00 am – 10:00 pm Monday through Wednesday and Thursday 7:00 am – 4:00 pm for Internet station access. No security is provided. You may have visitors during any of these “open hours” as attendees often wish to look at posters during quieter times.

Please see schedule below for move-in and move-out times as well as advertised booth hours that will be published in the program book. You should expect to have your booth attended during these advertised hours (Sunday reception and Mon-Thurs poster sessions). You may attend your booth any additional hours you choose.

Sunday, March 26

11:00 am– 3:00 pm

Exhibit booth move-in; you must be completely installed by 3pm to allow for set-up of Welcome Reception

4:00 - 6:00 pm

Advertised booth attending hours for the Welcome Reception in the Fireside Pavilion (aka underground garage)

Monday – Thursday, March 27 - 30

2:00 – 4:00 pm

Advertised booth attending hours for the poster sessions.

Thursday, March 30

4:00 – 6:00 pm

Booth move-out

HOSPITALITY SUITES – Please see schedule below for move-in and move-out times. ENC permits an open door policy for suites throughout the week; however, no organized hospitality may be offered outside the following schedule.

Sunday, March 26

3:00 pm

Exhibitor move-in (unless you have made other arrangements with Asilomar and Tricord)

Evening hours

Optional suite opening ENC office will coordinate a listing for program to indicate which suites will be open Sunday evening.

Monday – Wednesday, March 27 - 29

Before 8:30 am

Optional suite opening (pre-conference program)

Evening hours

Suites open at either 6 or 7pm. ENC office will coordinate listing for each company to print in program book.

Thursday, March 30

Before 8:30 am

Optional suite opening

6:30 – 9:00 pm

Monterey Bay Aquarium Event

Evening hours

Optional suite opening ENC office will coordinate a listing for program to indicate which suites will be open Thursday evening.

Friday, March 31

8 am – 12 noon

Suite Move-out (unless you make arrangements for Thursday move-out with Tricord)

All suites must close by 11:30 pm in order to allow the building to be vacated by midnight unless permission has been obtained from Asilomar. Please coordinate your suite closing time with your Asilomar event services contact.

Sunday and Thursday evening suite opening is optional. The **Sunday Welcome Reception** will be 4:00 - 6:00 pm in the Fireside Pavilion (aka underground garage with posters). This will be followed by regular Asilomar dinner service from 6:00 - 7:00 pm in Crocker Hall. On Thursday evening there will be an offsite event at the Monterey Bay Aquarium which includes buffet dinner (ticket cost is \$75).

New this year the ENC office will coordinate a listing for program book regarding specific suite start times by day so that attendees know who is open when. ENC office will also indicate suites that are open on Sunday and Thursday evenings for the program book.