



Expo Important Dates and Deadlines
ASPEN 2025 Nutrition Science & Practice Conference
 March 22-24, 2024
 Greater Columbus Convention Center
 Hall A

Important Pre-Show Dates	
Payment in Full Due for All Exhibitors	Monday, January 13, 2025
Group Housing Sub-Block Requests Due (see nutritioncare.org/travel)	Thursday, February 1, 2024
First Day to Request Pre-Registration List	Wednesday, February 12, 2025
Deadline to Reserve Lead Retrieval at Best Rate	Thursday, February 16, 2025
Exhibitor Personnel Registration Due	Tuesday, February 18, 2025
First Day Advance Shipments will be Received at the Warehouse <i>Address: TForce – Shepard Exposition Services: 3400 Refugee Road Columbus, OH 43232</i>	Thursday, February 20, 2025
Company Descriptions Due	Friday, February 21, 2025
Discount Deadline for standard Shepard orders	Thursday, February 27, 2025
Advance Orders for AV, Internet, Electric, Booth Catering	Saturday, March 1, 2025
Final Day to Request Pre-Registration List	Monday, March 10, 2025
Final Day Shipments will be Accepted at the Advanced Warehouse Without Surcharge	Wednesday, March 12, 2025
Last Day for Warehouse Deliveries	Saturday, March 15, 2025
Final Day to Reserve Lead Retrieval with a Discount	Friday, March 21, 2025



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Important On-Site Dates and Times	
First Day Direct-to-Show Site Shipments Accepted	Friday, March 21 1:00 PM – 5:00 PM
Last Day for Direct-to-Show Site Shipments Accepted <i>Note: Materials shipped to the advance warehouse or directly to show site will incur a material handling fee. Please see Material Handling section for pricing.</i>	Monday, March 24 8:00 AM - 2:00 PM
<u>Exhibitor Installation</u> East Hall	Friday, March 21 8:00 AM – 1:00 PM <i>Pre-approved contractors ONLY</i> Friday, March 21 1:00 PM – 5:00 PM Saturday, March 22 8:00 AM – 3:00 PM
Exhibit Installation Must Be Completed	Saturday, March 22 By 3:00 PM
Exhibit Hall Opens (Opening Reception)	Saturday, March 22 4:00-5:30 PM
Exhibit Hall Hours	Saturday, March 22 4:00-5:30 PM Sunday, March 23 9:00 AM – 2:00 PM Monday, March 24 9:00 AM – 2:00 PM
Exhibit Hall closes	Monday, March 24 2:00 PM
Exhibitor Dismantle and Move-out	Monday, March 24 2:00 PM – 8:00 PM