

ashp[®] MIDYEAR 2018

Clinical Meeting & Exhibition

DEADLINE CHECKLIST

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|--------------------------|-------------|--|
| <input type="checkbox"/> | October 12 | Show Program/Descriptive Paragraph Due |
| <input type="checkbox"/> | October 26 | On-Site Contact Information Form Due |
| <input type="checkbox"/> | October 26 | Booth Activity Request Form Due |
| <input type="checkbox"/> | October 26 | Island Booth Floor Plans Due |
| <input type="checkbox"/> | November 5 | Shipments can begin arriving at the Advance Warehouse |
| <input type="checkbox"/> | November 5 | Exhibitor Appointed Contractor (EAC) Intent Form Due |
| <input type="checkbox"/> | November 12 | Lead Retrieval Advanced Discount Deadline |
| <input type="checkbox"/> | November 12 | Shepard Advance Discount Deadline |
| <input type="checkbox"/> | November 12 | Utility Service Advance Discount Deadline |
| <input type="checkbox"/> | November 12 | Internet & Network Connectivity Advance Discount Deadline |
| <input type="checkbox"/> | November 12 | Audio Visual & Computer Rental Advance Discount Deadline |
| <input type="checkbox"/> | November 12 | Booth Catering |
| <input type="checkbox"/> | November 21 | ADVANCE WAREHOUSE SHIPMENT DEADLINE
(after this time/date, shipments received at the warehouse are subject to additional late charges) |
| <input type="checkbox"/> | November 30 | ON-SITE/DIRECT SHIPMENTS MAY BEGIN ARRIVING TO THE ORANGE COUNTY CONVENTION CENTER AT 8AM. Shipments sent directly to the Mandalay Bay Convention Center will not be accepted prior to this date. |
| <input type="checkbox"/> | December 2 | Exhibits MUST be set by 5:00 pm (unless you request a variance; please email shirley.harris@spargoinc.com) |

THIS CHECKLIST MAY NOT INCLUDE ALL DEADLINES - PLEASE REFER TO ALL OTHER DEADLINES FROM OFFICIAL SERVICE CONTRACTORS ON THEIR INDIVIDUAL ORDER FORMS OR BY CONTACTING THE APPROPRIATE CONTRACTOR DIRECTLY.