

2018 ASCP Annual Meeting & Exhibition

November 1-4, 2018
Gaylord National Resort & Convention Center
National Harbor, Maryland



DEADLINE CHECKLIST

- ☐ October 4 Lead Retrieval Advanced Discount Deadline
- ☐ October 5 Shipments can begin arriving at the **Advance Warehouse**
- ☐ October 5 Exhibitor Appointed Contractor (EAC) Intent Form Due
- ☐ October 5 On-Site Contact Information Form Due
- ☐ October 12 Peak Audio Visual & Computer Rental Advance Discount Deadline
- ☐ October 12 Shepard Advance Discount Deadline
- ☐ October 19 Gaylord National Resort & Convention Center Utility/Internet & Network Connectivity Advance Discount Deadline
- ☐ October 25 **ADVANCE WAREHOUSE SHIPMENT DEADLINE**
(last day for warehouse deliveries without a surcharge)
- ☐ October 30 (last day for any warehouse deliveries)
- ☐ November 1 **ON-SITE/DIRECT SHIPMENTS MAY BEGIN ARRIVING TO THE GAYLORD NATIONAL RESORT & CONVENTION CENTER AT 8AM.**
Shipments sent directly to the Gaylord Palms will not be accepted prior to this date.
- ☐ November 2 Exhibits **MUST** be set by 1:00 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.