



60th ASH® Annual Meeting & Exposition San Diego, CA • December 1-4, 2018

DEADLINE CHECKLIST

- ☐ September 28, 2018
 - Group **Housing** Block Request Deadline
 - Rooming lists and full payment due for Group Housing
 - Company Paragraph for printed Exhibitor Listing submitted through **Exhibitor Resource Center**
- ☐ October 6, 2018
 - Application and payment for **Hotel Door Drop** Due
- ☐ October 26, 2018
 - Booth Rendering submitted through **Exhibitor Resource Center** for Exhibitors with Booth Space of 400 sq. ft.+
 - Approval for Activities, Giveaways/Food & Beverage and Onsite Contact Information Form submitted through **Exhibitor Resource Center**
 - Exhibitor-Appointed Contractor Notification and EAC's Certificate of Liability Insurance submitted through **Exhibitor Resource Center**
 - Photography/Videography Approval Request form submitted through **Exhibitor Resource Center**
 - Mailing List Order Form** Deadline
 - FREEMAN Advance Freight Warehouse Open
- ☐ October 31, 2018
 - Advance Registration Deadline at 11:59 PM (EDT)
- ☐ November 2, 2018
 - Update your company listing for the mobile app
- ☐ November 11, 2018
 - Internet** Service Order Deadline – SMART CITY
- ☐ November 14, 2018
 - Advance Order Discount Deadline – FREEMAN
(All **Freeman services** such as furnishings, carpet, electric, and audio visual/computer rentals)
 - Catering/Hospitality** Order Deadline – CENTERPLATE
 - Lead Retrieval** Advance Order Rate – DIRECTLEAD
 - Security** Order Deadline – RA CONSULTING
- ☐ November 16, 2018
 - Ancillary Meeting Room** Request Deadline
- ☐ November 19, 2018
 - Last Day for Advance Freight to FREEMAN warehouse
- ☐ November 28, 2018
 - Direct Freight may begin to arrive at San Diego Convention Center
- ☐ November 30, 2018
 - Exhibits **MUST** be set by 4:30 p.m.

Please refer to all other deadlines from official contractors on their individual order forms or by contacting the appropriate contractor.

If you have any questions, please contact Eileen McGill or Stephanie Houck at 703-631-6200 or ashexhibits@spargoinc.com.