



ASH

59th Annual Meeting & Exposition
Atlanta, GA · December 9-12, 2017



DEADLINE CHECKLIST

- October 6, 2017
 - 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 13, 2017
 - Application and payment for **Hotel Door Drop** Due

- October 27, 2017
 - 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**

- November 1, 2017
 - Advance Registration Deadline at 11:59 PM (EDT)

- November 3, 2017
 - Mailing List Order Form** Deadline

- November 6, 2017
 - FREEMAN Advance Freight Warehouse Open

- November 10, 2017
 - Update your company listing for the mobile app

- November 15, 2017
 - Advance Order Discount Deadline – FREEMAN (All **Freeman services** such as furnishings, carpet, and audio visual/computer rentals)

 - Catering/Hospitality** Order Deadline – LEVY RESTAURANTS

 - Internet** Service Order Deadline – CCLD NETWORKS

 - Electric** Service Order Deadline – GWCC

 - Lead Retrieval** Advance Order Rate – DIRECTLEAD

 - Security** Order Deadline – RA CONSULTING

- November 17, 2017
 - Ancillary Meeting Room** Request Deadline

- November 29, 2017
 - Last Day for Advance Freight to FREEMAN warehouse

- December 6, 2017
 - Direct Freight may begin to arrive at Georgia World Congress Center

- December 8, 2017
 - Exhibits **MUST** be set by 5:00 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.