

Important Exhibitor Action Deadlines- Review Immediately!

- ❑ To arrange hotel accommodations for the 2017 AHCA/NCAL Annual Convention and Exposition, use one of the following options. ***Please DO NOT call or send hotel reservation forms to AHCA/NCAL directly.***
 - Online at www.AHCAconvention.org
 - Mail to AHCA/NCAL Housing Bureau. Mail the form with check payment only to:
AHCA/NCAL Housing, C/O Convention Management Resources, Inc. 101 Mission, Suite 200,
San Francisco, CA 94105

- ❑ All outstanding payments for reserved exhibit space must be paid in full to AHCA/NCAL as soon as possible (**Deadline: Friday, June 2, 2017**). Exhibiting companies must be paid in full before entering the exhibit hall to setup their booth. Payments will not be accepted onsite. Direct payment questions to Vendor Relations at (202) 898-2823 or exhibits@ahca.org.

- ❑ All advance order forms for supplies and/or exhibitor services should be returned to the address and by the date noted on the forms to take advantage of exhibitor discounts.

- ❑ If you plan to use an exhibitor appointed contractor to install and dismantle your display, complete and return the ***Exhibitor Appointed Contractor Notification and Wristband Request*** form to the AHCA/NCAL Exhibits Office. Exhibitor Appointed Contractors **must** also provide AHCA/NCAL a ***General Liability Insurance Certificate*** to gain access to the Expo.

Friday, June 2	Exhibits booths must be paid in full. <i>No refunds after this date</i>
Friday, June 16	Hotel Rooming Lists with complete names are due via e-mail to AHCAHousing@cmrus.com (applicable to 10 or more rooms)
Friday, August 18	Deadline to update company profile for use in the official <i>Convention Program</i> and the <i>Convention Mobile App</i>
Friday, August 25	Advertiser Artwork deadline for the official <i>Convention Program</i>
Wednesday, August 30	Deadline to submit description of booth Prize/Giveaways to be included in <i>Convention Program</i>
Wednesday, September 13	Deadline to cancel hotel reservations without penalty
Friday, September 15	AHCA sends Pre-registered Attendee List via e-mail to exhibitors
Monday, September 18	Advance Receiving at Freeman Warehouse (General Service Contractor) begins at 8:00am PDT
Monday, September 25	Discount price deadline for ordering Freeman services
Friday, September 29	Deadline to make hotel reservation (based on availability)
Monday, October 2	On-line Advance Exhibitor Registration closes
Tuesday, October 3	Hotel reservation changes/cancellations made directly with hotel
Tuesday, October 10	Last day to receive advanced shipping to Freeman Warehouse without penalty (must be received by 3:30pm PDT)
Saturday, October 14 & Sunday, October 13	Only dates direct exhibitor shipments (freight) accepted at show site