

## **Important Exhibitor Action Deadlines- Review Immediately!**

- ❑ To arrange hotel accommodations for the 2018 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](http://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 1, 2018**). 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 [exhibitors@ahca.org](mailto:exhibitors@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 (EAC) to install and dismantle your display, complete and return the **Exhibitor Appointed Contractor Notification and Wristband Request** form to the AHCA/NCAL Exhibits office. EACs **must** also provide AHCA/NCAL a **General Liability Insurance Certificate** to gain access to the Expo. Please see enclosed request form for more details.

<b>Friday, June 1</b>	Exhibits booths must be paid in full. <i>No refunds after this date</i>
<b>Friday, June 15</b>	Hotel Group Rooming Lists with complete names and payment are due via e-mail <a href="mailto:AHCAHousing@cmrus.com">AHCAHousing@cmrus.com</a> (10 or more rooms). For more details, visit <a href="#">this page</a> .
<b>Friday, August 17</b>	Deadline to update company profile for use in the official <i>Convention Program</i> and the <i>Convention Mobile App</i>
<b>Friday, August 24</b>	Advertiser Artwork deadline for the official <i>Convention Program</i>
<b>Wednesday, August 29</b>	Deadline to submit description of booth Prize/Giveaways to be included in <i>Convention Program</i>
<b>Wednesday, September 05</b>	Deadline to cancel hotel reservations without penalty
<b>Wednesday, September 05</b>	Advance Receiving at Freeman Warehouse (General Service Contractor) begins at 8:00am PDT
<b>Monday, September 10</b>	AHCA sends Pre-registered Attendee List via e-mail to exhibitors
<b>Friday, September 14</b>	Discount price deadline for ordering Freeman services
<b>Thursday, September 20</b>	Deadline to make hotel reservation (based on availability)
<b>Friday, September 21</b>	On-line Advance Exhibitor Registration closes
<b>Monday, September 24</b>	Hotel reservation changes/cancellations made directly with hotel
<b>Friday, September 28</b>	Last day to receive advanced shipping to Freeman Warehouse without penalty (must be received by 3:30pm PDT)
<b>Saturday, October 06 &amp; Sunday, October 07</b>	Only dates direct exhibitor shipments (freight) accepted at show site