



Exhibitor Action Deadlines

- ❑ Housing: Reserve your hotel rooms early! Visit www.AHCAconvention.org to reserve online or to download a reservation form to mail with payment.
- ❑ Outstanding booth payments must be paid in full no later than **Friday, May 31, 2019**. Exhibitors with a booth balance after this date are subject to booth release. Payments will not be accepted onsite. Contact Vendor Relations at 202-898-2823 or exhibitors@ahca.org with payment questions.
- ❑ Take advantage of the early bird discount rates on booth furnishings and/or exhibitor services. Please note the advance order deadline included on each form.
- ❑ Exhibitors using an Exhibitor Appointed Contractor (EAC) to install and dismantle displays will be required to complete and return the **Exhibitor Appointed Contractor Notification and Wristband Request** form to the AHCA/NCAL Exhibits office. EACs **must** provide to AHCA/NCAL a **General Liability Insurance Certificate** to gain access to the Expo Hall. Request forms along with details included in the Exhibitor Service Manual.



Important Exhibitor Action Deadlines- Review Immediately!

Friday, May 31	Exhibits booths must be paid in full. <i>No refunds after this date</i>
Wednesday, June 26	Hotel Group Rooming Lists with complete names and payment are due via e-mail AHCAHousing@cmrus.com (10 or more rooms). For more details, visit this page .
Thursday, August 29	Deadline to update company profile for use in the official <i>Convention Program</i> and the <i>Convention Mobile App</i>
Wednesday, September 4	Advertiser Artwork deadline for the official <i>Convention Program</i>
Friday, September 6	Deadline to submit description of booth Prize/Giveaways to be included in <i>Convention Program</i>
Friday, September 13	Deadline to cancel hotel reservations without penalty
Thursday, September 12	Advance Receiving at Freeman Warehouse (General Service Contractor) begins at 8:00am EST
Monday, September 16	AHCA sends Pre-registered Attendee List via e-mail to exhibitors
Monday, September 23	Discount price deadline for ordering Freeman services
Thursday, September 26	Deadline to make hotel reservation (based on availability)
Friday, September 27	On-line Advance Exhibitor Registration closes
Monday, September 30	Hotel reservation changes/cancellations made directly with hotel
Friday, October 4	Last day to receive advanced shipping to Freeman Warehouse without penalty (must be received by 3:30pm EST)
Saturday, October 12 & Sunday, October 13	Only dates direct exhibitor shipments (freight) accepted at show site