

Important Exhibitor Action Deadlines

Review Immediately!

- ❑ To arrange hotel accommodations for the 2016 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.
33 New Montgomery, Suite 1100
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 3, 2016**). 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.

- ❑ 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 3	Exhibits booths must be paid in full. <i>No refunds after this date</i>
Friday, June 24	Hotel Rooming Lists with complete names are due via e-mail to AHCAHousing@cmrus.com (applicable to 10 or more rooms)
Friday, August 19	Deadline to update company profile for use in the official <i>Convention Program</i> and the <i>Convention Mobile App</i>
Friday, August 26	Exhibitor advertising deadline for the official <i>Convention Program</i>
Wednesday, August 31	Deadline to submit description of booth Prize/Giveaways to be included in <i>Convention Program</i>
Thursday, September 15	Advance Receiving at Freeman Warehouse (General Service Contractor) begins at 8:00am CST
Friday, September 16	AHCA sends Pre-registered Attendee List via e-mail to exhibitors
Wednesday, September 21	Deadline to make hotel reservation
Wednesday, September 21	Deadline to cancel hotel reservations without penalty
Monday, September 26	Discount price deadline for ordering Freeman services
Friday, September 30	On-line Advance Exhibitor Registration closes
Monday, October 10	Last day to receive advanced shipping to Freeman Warehouse without penalty (must be received by 3:30pm CST)
Sunday, October 16	Only day direct exhibitor shipments (freight) accepted at show site