



# 61st ASH® Annual Meeting and Exposition

Orlando, Florida • December 7-10, 2019

## DEADLINE CHECKLIST

- September 27  
Company Paragraph for printed Exhibitor Listing submitted through **Exhibitor Resource Center**
- October 4  
Group **Housing** Block Request Deadline  
Rooming lists and full payment due for Group Housing
- October 18  
Application and payment for **Hotel Door Drop** Due
- October 25  
Booth Rendering submitted through **Exhibitor Resource Center** for Exhibitors with Booth Space of 400 sq. ft.+  
  
Approval for **Activities, Giveaways, Food/Hospitality in Your Exhibit Booth** and Onsite Contact Information Forms Due (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**  
  
**Mailing List Order Form** Deadline
- October 30  
Advance Registration Deadline at 11:59 p.m. (EDT)
- November 1  
Update your company listing for the mobile app
- November 4  
Freeman Advance Freight Warehouse Open
- November 13  
Advance Order Discount Deadline – Freeman  
(All **Freeman services** such as furnishings, carpet, and audio visual/computer rentals)  
  
**Catering/Hospitality** Order Deadline – CENTERPLATE  
**Electric, Rigging and Lighting** – Orange County Convention Center  
**Internet and Phone** Service Order Deadline – SMART CITY  
**Lead Retrieval** Advance Order Rate – DIRECTLEAD  
**Security** Order Deadline – RA CONSULTING
- November 22  
**Ancillary Meeting Room** Request Deadline
- November 26  
Last Day for Advance Freight to Freeman warehouse
- December 4  
Target Freight may begin to arrive at Orange County Convention Center
- December 6  
Exhibits **MUST** be set by 4:30 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](mailto:ashexhibits@spargoinc.com).