



63rd ASH® Annual Meeting and Exposition

In Person & Virtual • Atlanta, Georgia • December 11-14, 2021

DEADLINE CHECKLIST

- October 1
 - Company Paragraph for printed Exhibitor Listing submitted through [Exhibitor Resource Center](#)
 - Group [Housing](#) Block Request Deadline
 - Rooming lists and full payment due for Group Housing
- October 15
 - Application and payment for [Hotel Door Drop](#) Due
- October 22
 - 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 On-site 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](#)
- October 27
 - Advance Registration Deadline at 11:59 p.m. (EDT)
- October 29
 - [Lead Retrieval](#) Advance Order Rate - CAPTURE!
- October 30
 - [Mailing List Order Form](#) Deadline
 - Update your company listing for the mobile app
- November 8
 - Freeman Advance Freight Warehouse Open
- November 10
 - Freeman - Advance Order Discount Deadline - (All Freeman services, such as furnishings, carpet, and audiovisual/computer rentals)
- November 17
 - [Electric](#) Advance Order Deadline - Edlen
 - [Internet and Phone Service](#) Advance Order Deadline - CCLD
 - [Security](#) Order Deadline - RA CONSULTING
- November 19
 - [Ancillary Meeting Room](#) Request Deadline
- November 25
 - Last Day for Advance Freight to Freeman warehouse
- December 1
 - [Catering](#) Advance Rate Deadline - Levy Restaurants
- December 8
 - Target Freight may begin to arrive at Georgia World Congress Center
- December 10
 - Exhibits **MUST** be set by 5:00 p.m.

Please refer to all other deadlines from official contractors on their individual order forms or by contacting the appropriate contractor.