

# **ashp**<sup>®</sup> **MIDYEAR** 2025

*Clinical Meeting & Exhibition*

## DEADLINE CHECKLIST

- |                          |             |   |
|--------------------------|-------------|---|
| <input type="checkbox"/> | October 10  | Show Program/Descriptive Paragraph Due  |
| <input type="checkbox"/> | October 24  | On-Site Contact Information Form Due  |
| <input type="checkbox"/> | October 24  | Booth Activity Request Form Due   |
| <input type="checkbox"/> | October 24  | Island Booth Floor Plans Due  |
| <input type="checkbox"/> | November 7  | Shipments can begin arriving at the <b>Advance Warehouse</b>  |
| <input type="checkbox"/> | November 11 | Exhibitor Appointed Contractor (EAC) Intent Form Due  |
| <input type="checkbox"/> | November 11 | Shepard Advance Discount Deadline   |
| <input type="checkbox"/> | November 11 | Lead Retrieval Advanced Discount Deadline   |
| <input type="checkbox"/> | November 11 | Utility Service Advance Discount Deadline   |
| <input type="checkbox"/> | November 11 | Internet & Network Connectivity Advance Discount Deadline   |
| <input type="checkbox"/> | November 11 | Audio Visual & Computer Rental Advance Discount Deadline  |
| <input type="checkbox"/> | November 11 | Booth Catering  |
| <input type="checkbox"/> | November 26 | <b>ADVANCE WAREHOUSE SHIPMENT DEADLINE</b><br>(after this time/date, shipments received at the warehouse are subject to additional late charges)  |
| <input type="checkbox"/> | December 5  | <b>ON-SITE/DIRECT SHIPMENTS MAY BEGIN ARRIVING TO THE MANDALAY BAY CONVENTION CENTER AT 8AM.</b> Shipments sent directly to the Mandalay Bay Convention Center will not be accepted prior to this date. |
| <input type="checkbox"/> | December 7  | Exhibits <b>MUST</b> be set by 5:00 pm (unless you request a variance; please email <a href="mailto:shirley.harris@spargo.com">shirley.harris@spargo.com</a> )  |

**THIS CHECKLIST MAY NOT INCLUDE ALL DEADLINES - PLEASE REFER TO ALL OTHER DEADLINES FROM OFFICIAL SERVICE CONTRACTORS ON THEIR INDIVIDUAL ORDER FORMS OR BY CONTACTING THE APPROPRIATE CONTRACTOR DIRECTLY.**