ashp® MIDYEAR 2026
Clinical Meeting & Exhibition

DEADLINE CHECKLIST

❒	October 10	Show Program/Descriptive Paragraph Due
❒	October 24	On-Site Contact Information Form Due
❒	October 24	Booth Activity Request Form Due
❒	October 24	Island Booth Floor Plans Due
❒	November 2	Lead Retrieval Advanced Discount Deadline
❒	November 2	Shepard Advance Discount Deadline
❒	November 4	Internet & Network Connectivity Advance Discount Deadline
❒	November 7	Shipments can begin arriving at the **Advance Warehouse**
❒	November11	Exhibitor Appointed Contractor (EAC) Intent Form Due
❒	November 11	Utility Service Advance Discount Deadline
❒	November 11	Booth Catering
❒	November 16	Audio Visual & Computer Rental Advance Discount Deadline
❒	November 24	**ADVANCE WAREHOUSE SHIPMENT DEADLINE** (after this time/date, shipments received at the warehouse are subject to additional late charges)
❒	December 1	Last Day for Warehouse Deliveries
❒	December 4	**ON-SITE/DIRECT SHIPMENTS MAY BEGIN ARRIVING TO THE ORANGE COUNTY CONVENTION CENTER AT 8AM.** Shipments sent directly to the Orange County Convention Center will not be accepted prior to this date.
❒	December 6	Exhibits MUST be set by 5:00 pm (unless you request a variance; please email shirley.harris@spargoinc.com)

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.