



## Important Dates

Date	Task Due
August 15	<ul style="list-style-type: none"> <li>• Deadline to submit exhibiting company contact information and 50-word description for inclusion in the onsite Program</li> </ul>
September 21	<ul style="list-style-type: none"> <li>• First day Advance Shipments can arrive at Warehouse</li> <li>• Exhibitor Appointed Contractor Notification Form/Exhibitor Appointed Contractor Insurance Certificate due to APhA and Shepard</li> </ul>
September 28	<ul style="list-style-type: none"> <li>• Discount deadline for Shepard (General Service Contractor) orders—includes standard carpet orders, installation labor and standard furniture/accessory rentals, custom graphics, sign orders and exhibits</li> </ul>
October 1	<ul style="list-style-type: none"> <li>• Deadline for housing group rate</li> <li>• Giveaways, contests and drawings notification form due</li> <li>• Pre-registration deadline date—register additional staff at \$425 per badge. After October 1 the rate is \$650 per badge</li> </ul>
October 5	<ul style="list-style-type: none"> <li>• Discount deadline for PRG Audio Visual orders</li> </ul>
October 12	<ul style="list-style-type: none"> <li>• Last day Advance Shipments can arrive at the Shepard Warehouse without surcharges</li> </ul>
October 15	<ul style="list-style-type: none"> <li>• Deadline for Door Drops material receipt for inclusion in Sunday night hotel delivery</li> </ul>
October 20	<ul style="list-style-type: none"> <li>• First day Direct Shipments may be delivered directly to the Kansas City Convention Center</li> </ul>
October 20	Exhibitor move-in begins: 12:00pm-5:00pm
October 21	Exhibitor move-in: 8:00pm-5:00pm (must be done by 5:00pm)
October 21	Opening Reception in the Exposition: 6:00pm-8:00pm
October 22	Exposition open: 11:30am-2:00pm
October 23	Exposition open: 11:30am-2:00pm
October 23	Exhibitor move-out: 2:00pm-8:00pm



## Important Dates

---