



## Important Dates

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Date	Task Due
July 21	<ul style="list-style-type: none"> <li>• Deadline to submit exhibiting company contact information and 50-word product/service description online for inclusion in the onsite Program</li> </ul>
August 11	<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>
August 16	Deadline for housing group rate
August 18	<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 custom exhibits</li> <li>• Discount deadline for PRG Audio Visual orders</li> </ul>
September 1	<ul style="list-style-type: none"> <li>• Giveaways, contests and drawings notification form due</li> <li>• Deadline for Door Drops material receipt for inclusion in Sunday night hotel delivery</li> <li>• Pre-registration deadline date—register additional staff at \$425 per badge. After September 1 the rate is \$650 per badge</li> </ul>
September 7	Last day Advance Shipments can arrive at the Shepard Warehouse without surcharges
September 9	First day Direct Shipments may be delivered directly to the Rosen Shingle Creek
September 9	Exhibitor move-in begins: 12:00pm-5:00pm
September 10	Exhibitor move-in: 8:00pm-5:00pm (must be done by 5:00pm)
September 10	Opening Reception in the Exposition: 6:00pm-8:00pm
September 11	Exposition open: 11:30am-2:00pm
September 12	Exposition open: 11:30am-2:00pm
September 12	Exhibitor move-out: 2:00pm-8:00pm