

## DEADLINE CHECKLIST

- May 04      Company Logo Due
- May 21      Early-Bird Exhibit Booth Registration Ends
- May 21      Function Space Request Forms Due
- May 31      Deadline to Submit Company Specialties/Services & Draft Marketing Materials
- June 1      Final Day to Register Complimentary & Discounted Badges
- June 8      Alliance Advance Material Handling Discount Deadline
- June 15      Deadline to Submit Final Marketing Materials
- June 15      Cutoff Date for the Omni Shoreham Hotel
- June 18      Cutoff Date for the Churchill Hotel, Marriott Wardman Park Hotel, Courtyard Marriott, and Washington Hilton
- June 18      Final Day to Receive Exhibitor Badge Registration Refunds
- June 18      100% Exhibitor Payment Due
- June 25      Mobile App Banner Ads & Push Notifications Due
- June 25      Deadline to Receive Advance Order Pricing for Electrical & Engineering Services
- June 29      ADVANCE WAREHOUSE SHIPMENT DEADLINE
- July 2      Networking/Telecom Request Form Deadline
- July 6      ON-SITE/DIRECT SHIPMENTS MAY BEGIN ARRIVING TO THE OMNI SHOREHAM HOTEL
- July 8      Exhibits MUST be set by 10:00 pm (unless you request a variance; please email [lee-anne.gabrielli@340bhealth.org](mailto:lee-anne.gabrielli@340bhealth.org))

**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.**