

# APhA2019

Annual Meeting & Exposition  
Seattle, Washington | March 22-25

## Important Dates

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| Completed?               | Date        | Task   |
|--------------------------|-------------|--|
| <input type="checkbox"/> | January 25  | Update <b>Exhibitor Profile</b> . The profile will be published in the Final Program, Website and Mobile App.  |
| <input type="checkbox"/> | February 22 | <ul style="list-style-type: none"><li>• First day <b>Advance Shipments</b> can arrive at Shepard warehouse without surcharges</li><li>• <b>Exhibitor Appointed Contractor Notification Form</b> and <b>Insurance Certificate</b> due to APhA</li></ul> |
| <input type="checkbox"/> | February 25 | <b>Housing Deadline</b> — reserve hotel rooms by this date to get the guaranteed rate  |
| <input type="checkbox"/> | February 27 | Discount deadline for <b>Convention Center orders</b> — <ul style="list-style-type: none"><li>• Temporary Utilities (electrical, air/water/drain)</li><li>• Data &amp; Telecom (internet, WiFi, phones)</li><li>• Catering</li></ul>                   |
| <input type="checkbox"/> | March 1     | Discount deadline for <b>Shepard orders</b> — carpet, furniture, labor, rigging, forklift, signage, booth cleaning, and 3 <sup>rd</sup> party payment info   |
| <input type="checkbox"/> | March 12    | <b>Door Drop</b> materials must be received by Convention Communications   |
| <input type="checkbox"/> | March 14    | Last day <b>Advance Shipments</b> can arrive at the Shepard Warehouse without surcharges   |
| <input type="checkbox"/> | March 20    | First day <b>Direct Shipments</b> may be delivered directly to the Convention Center   |
| <input type="checkbox"/> | March 21    | <b>Exhibit move-in</b> 8:00am-5:00pm.  |
| <input type="checkbox"/> | March 22    | <b>Exhibit move-in</b> 8:00am-5:00pm. All exhibits must be set by 5:00pm.<br><b>Opening Reception in Exposition</b> 7:00pm-9:00pm  |
| <input type="checkbox"/> | March 23    | <b>Exposition open</b> 11:00am-3:00pm  |
| <input type="checkbox"/> | March 24    | <b>Exposition open</b> 11:00am-3:00pm<br><b>Break down</b> 3:00pm-8:00pm   |
| <input type="checkbox"/> | March 25    | <b>Break down</b> 8:00am-12:00pm   |

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