



Completed?	Date	Task
<input type="checkbox"/>	January 12	Deadline to submit company contact information and 50-word product or service description for inclusion in the Final Program
<input type="checkbox"/>	February 15	Housing Deadline — reserve hotel rooms by this date to get the guaranteed rate
<input type="checkbox"/>	February 16	Exhibitor Appointed Contractor Notification Form and Insurance Certificate due to APhA
<input type="checkbox"/>	February 16	First day Advance Shipments can arrive at Freeman warehouse without surcharges
<input type="checkbox"/>	February 23	Discount deadline for Shepard orders— carpet, furniture, labor, forklift, signage, booth cleaning, and 3rd party payment info
<input type="checkbox"/>	March 1	Discount Deadline for Convention Center Electrical, Internet, Rigging, Plumbing and Telecomm
<input type="checkbox"/>	March 2	Discount deadline for PRG Audio-Visual and Computer Orders
<input type="checkbox"/>	March 5	Door Drop materials must be received by Convention Communications
<input type="checkbox"/>	March 8	Last day Advance Shipments can arrive at the Freeman Warehouse without surcharges
<input type="checkbox"/>	March 14	First day Direct Shipments may be delivered directly to the Convention Center
<input type="checkbox"/>	March 15	Exhibit move-in 8:00am-5:00pm.
<input type="checkbox"/>	March 16	Exhibit move-in 8:00am-5:00pm. All exhibits must be set by 5:00pm. Opening Reception in Exposition 7:00pm-9:00pm
<input type="checkbox"/>	March 17	Exposition Open 11:00am-3:00pm
<input type="checkbox"/>	March 18	Exposition Open 11:00am-3:00pm Break down 3:00pm-8:00pm
<input type="checkbox"/>	March 18	Break down 8:00am-12:00pm

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