



**INTERNATIONAL SUMMIT & EXHIBITION ON
HEALTH FACILITY PLANNING, DESIGN & CONSTRUCTION**

MARCH 17-20, 2019 | PHOENIX, AZ

Exhibitor Important Dates

October

Exhibitor Registration goes live

November

Friday, November 9

100% of payment is due for exhibit booth space

December

Thursday, December 13

Exhibitor Service Manual distributed to all exhibitors

February

Thursday, February 7

Exhibitor Webinar

Monday, February 11

Exhibitor Appointed Contractor (EAC) Notification due to The Expo Group.

The Expo Group discount deadline for most show services listed below:

- Audio Visual
- Carpet
- Cleaning Service
- Computer Rental
- Electrical Services
- Floral
- Furniture & Accessories
- Labor
- Lift Equipment & Labor
- Material Handling
- Modular Renal Exhibits & Accessories
- Signs
- Suspended Sign Labor/Assembly

Monday, February 11 – Tuesday, March 12

Exhibitor advance shipments accepted at the advance warehouse. Materials received from March 1, 2019 to March 12, 2019 will be subject to an additional surcharge.

Monday, February 11

Pre-Show Attendee Mailing List will be distributed

Friday, February 15

Exhibitor Sponsored Hospitality / Entertainment Function Request Form request form due to Kevin Brown with ASHE either via e-mail at kbrown@aha.org or by fax at 312-278-0589.

Thursday, February 21

Early Bird Lead Retrieval Early Bird pricing cut-off date

Friday, February 22

Deadline to submit company information for the mobile app

March

Thursday, March 7

Online pre-space selection. For participants with the highest priority points.

Thursday, March 7

Advance Lead Retrieval pricing cut-off date

Friday, March 8

Onsite Lead Retrieval pricing

Friday, March 15

Deadline to register booth staff online. After this date, all registrations and edits to existing registrations will need to be done onsite.

Friday, March 16

Direct to show shipments accepted.

Saturday, March 16 – Monday, March 18

Exhibitor Move-in

Sunday, March 17 – Wednesday, March 20

International Summit & Exhibition on Health Facility Planning, Design, & Construction

Monday March 18 – Tuesday, March 19

Onsite space selection.

Tuesday, March 19 – Wednesday, March 20

Exhibitor Move-out

If you have any questions regarding these deadlines, please contact:

Diana Prachan at 312-673-5475 or dprachan@smithbucklin.com