

Deadline Checklist

2005

- October NTI 2006 Exhibit Prospectus mailed by AACN
- December 12 Last day to cancel or reduce space with \$100 administrative fee withheld

2006

- January 18 Deadline for *NTI Program and Proceedings* Exhibitor Directory Description and Product Categories form
- February Exhibitor Service Kits mailed by AACN
- 15 Exhibit/CE Application due to AACN Education Department
- 17 Full booth payment due
- 17 Last day to cancel or reduce space with 25% of booth cost retained
- 18 Cancellations or reduction of space received on or after this date will not be issued refunds
- March 24 Advertising orders for *NTI Program and Proceedings* due to SLACK, Inc.
- 27 Exhibitor hotel block requests/rooming list and deposit due to the AACN Housing Bureau
- April 7 Mailing Label Order Form/License Agreement/Mail House Agreement due to AACN
- 7 Advertising orders for *NTI News* due to SLACK, Inc.
- 7 Private Activity Request due to AACN
- 17 Exhibitor-Appointed Contractors Notification due to AACN
- 17 Advance Exhibitor Personnel Registration due to AACN
- 17 Giveaway and Drawing Approval due to AACN
- 17 Insurance Certificates due to AACN
- 17 Medical Waste due to AACN
- May 20 Exhibit installation begins at 8am
- 22 Exhibit installation to be completed by 5pm
- 23 Official opening of the exhibit hall - 10:15am
- 24 NTI Advance Space Selection - Technical Exhibitors Only by Appointment
- 24 NTI Exhibitor-Participant Event
- 25 Official closing of the exhibit hall - 1pm
- 26 Exhibits and all materials removed from exhibit hall by 12noon

