

DEADLINE CHECKLIST



2007

OCTOBER NTI 2008 Exhibitor Prospectus mailed by AACN. Applications accepted until show opens!

DECEMBER 13 Last day to cancel or reduce space with \$100 administrative fee withheld

2008

JANUARY 31 Deadline for the *ExpoGuide* Description & Product Categories form

FEBRUARY Online Service Kit available from AACN

14 Full booth payment due

14 Last day to cancel or reduce space with 25% of booth cost retained

15 Cancellations or reduction of space received on or after this date will not be issued refunds

25 Advertising orders for *NTI Program and Proceedings* due to SLACK, Inc.

MARCH 20 Advertising orders for *NTI News* due to SLACK, Inc.

21 Mailing Label order form/License Agreement/Mail House Agreement due to AACN

21 Private Activity Request due to AACN

24 Exhibitor hotel block requests/rooming list and deposit due to the AACN Housing Bureau

APRIL 8 Exhibitor-Appointed Contractors Notification due to AACN

8 Advance Exhibitor Personnel Registration form due to AACN

8 Giveaway and Drawing Approval form due to AACN

8 Insurance Certificates due to AACN

8 Medical Waste form due to AACN

MAY 3 Exhibit installation begins at 8am

5 Exhibit installation to be completed by 5pm

6 Official opening of the Exhibit Hall - 10:15am

7 NTI Advance Space Selection - Technical Exhibitors Only by Appointment

7 NTI Participant-Exhibitor Event

8 Official closing of the Exhibit Hall - 1pm

9 Exhibits and all materials removed from Exhibit Hall by 12noon