

# Deadline Checklist

## 2008

October  NTI 2009 Online Exhibitor Prospectus available.  
Applications accepted until show opens!

December 11  Last day to cancel or reduce space with \$100  
administrative fee withheld

## 2009

January 30  Deadline for *ExpoGuide* Description &  
Product Categories form to be entered  
by Exhibitors

February  Online Service Kit available from AACN

12  Full booth payment due

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

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

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

April 3  Mailing Label order form/License Agreement/  
Mail House Agreement due to AACN

3  Private Activity Request due to AACN

15  Exhibitor-Appointed Contractors Notification  
due to AACN

15  Giveaway and Drawing Approval form due to  
AACN

15  Insurance Certificates due to AACN

15  Medical Waste form due to AACN

30  Deadline for Exhibitor Staff badges to be  
entered by Exhibitors

May 16  Exhibit installation begins at 8am

18  Exhibit installation to be completed by 5pm

19  Official opening of the Exhibit Hall - 10:30am

20  NTI Advance Space Selection - Technical  
Exhibitors Only by Appointment

20  NTI Participant-Exhibitor Event

21  Official closing of the Exhibit Hall - 12noon

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