

# Deadline Checklist

## 2006

- October  NTI 2007 Exhibit Prospectus mailed by AACN
- December 14  Last day to cancel or reduce space with \$100 administrative fee withheld

## 2007

- January 18  Deadline for *NTI Program and Proceedings* Exhibitor Directory Description and Product Categories form
- February  Online Service Kit available from AACN
- 15  Full booth payment due
- 15  Last day to cancel or reduce space with 25% of booth cost retained
- 16  Cancellations or reduction of space received on or after this date will not be issued refunds
- March 12  Advertising orders for *NTI Program and Proceedings* due to SLACK, Inc.
- 14  Exhibitor hotel block requests/rooming list and deposit due to the AACN Housing Bureau
- April 5  Advertising orders for *NTI News* due to SLACK, Inc.
- 6  Mailing Label order form/License Agreement/Mail House Agreement due to AACN
- 6  Private Activity Request due to AACN
- 17  Exhibitor-Appointed Contractors Notification due to AACN
- 17  Advance Exhibitor Personnel Registration form due to AACN
- 17  Giveaway and Drawing Approval form due to AACN
- 17  Insurance Certificates due to AACN
- 17  Medical Waste form due to AACN
- May 19  Exhibit installation begins at 8am
- 21  Exhibit installation to be completed by 5pm
- 22  Official opening of the Exhibit Hall - 10:15am
- 23  NTI Advance Space Selection - Technical Exhibitors Only by Appointment
- 23  NTI Participant-Exhibitor Event
- 24  Official closing of the Exhibit Hall - 1pm
- 25  Exhibits and all materials removed from Exhibit Hall by 12noon

