



**February 2010**

**Mid-February**

Booth assignments/confirmations sent out via mail.

**March 2010**

**Wednesday, March 19**

**Company Listing/ Product Description Due**

Complete company listing and product description approval due to ADHA for program guide.

**Wednesday, March 26**

**Booth Payment Due**

Booth payment of remaining balance due to ADHA.

**April 2010**

**Wednesday, April 7**

**Take A Chance Game Participation Due**

There is no fee for participating, only donated product or prize. Don't forget the trivia question!

**Wednesday, April 21**

**Freeman Service Kit Available**

Freeman to send out exhibitor service kit link via email

**May 2010**

**Wednesday, May 5**

Deadline to participate in Coffee Break, Lunch on Exhibit Floor, IOH Benefit Reception  
Booth specials participation form Deadline

**Friday, May 14**

**Registration Deadline**

Register online at [www.adha.org/annualsession](http://www.adha.org/annualsession)  
Each 10'x10' booth receives 4 complimentary exhibitor badges.

**After Friday, May 14**

**Order Attendee List**

Attendee lists are available for \$85. We recommend waiting until after May 14 (advance registration deadline) in order to receive the most value.

**Wednesday, May 26, 2010**

**Advance Shipments Begins**

Advance shipment begins being accepted at warehouse.

**May 2010 (cont)**

**Friday, May 21**

**Housing Deadline**

Release/Name change any reservations made within housing block.

**Wednesday, May 26**

**Certificate of Insurance Due**

A valid certificate of Insurance is due to ADHA.

**May - TBD**

**Lead Retrieval Discount Deadline**

**June 2010**

**Wednesday, June 2**

Booth Specials PDF Deadline

**Thursday, June 3**

**Electrical Service Discount Deadline**

(Compressed air, water & gas)

**Thursday, June 10, 2010**

**Freeman Discount Deadline**

**Monday, June 21, 2010**

**Advance Shipments End**

Last day for advanced shipments to be accepted at the warehouse.

**Thursday, June 24**

**Exhibitor Registration Opens**

Pickup badges beginning at 7:00am through Saturday morning.

**Thursday, June 24**

**Exhibitor Move-in**

Exhibitor move-in 8:00am-5:00pm

**Friday, June 25**

**Exhibits Open**

Exhibits move-in 7:00am-8:30am

Exhibits open 9:00am-3:00pm

**Saturday, June 26**

**Exhibits Open**

Exhibits open 10:00am-4:00pm

**Saturday, June 26**

**Exhibitor Move-out**

Exhibitor move-out is 4:01pm-10:00pm

For more information, please contact [Dawn Amaskane](#) or [Kim Scherr](#)