

DEADLINE CHECKLIST

- December 19 Company logo due
- December 19 Early-bird exhibit booth registration ends
- December 19 Function space request forms due
- December 19 Submit company specialties/services & draft marketing materials
- December 19 Final day to register complimentary & discounted badges
- December 28 Advance shipment receiving with Alliance Exposition
- January 2 Advance order discount deadline with Alliance Exposition
- January 4 Cutoff date for the Hard Rock Hotel San Diego
- January 7 Cutoff date for the Hilton San Diego Bayfront
- January 9 Cutoff date for the Omni San Diego Hotel
- January 9 Deadline to Submit Final Marketing Materials
- January 9 Final day to receive exhibitor badge registration refunds
- January 9 Deadline to submit mobile app banner ads & push notifications
- January 9 Deadline to receive discount for internet services
- January 9 Deadline to submit telecommunications form
- January 11 100% exhibit/sponsorship payment due
- January 25 ADVANCE WAREHOUSE SHIPMENT DEADLINE
- January 25 ON-SITE/DIRECT SHIPMENTS MAY BEGIN ARRIVING TO THE HILTON SAN DIEGO BAYFRONT **NOTE: Bag inserts only; all other shipments must go through Alliance Exposition**
- January 30 Exhibits MUST be set by 11:30 am (unless you request a variance; please email lee-anne.gabrielli@340bhealth.org)

THIS CHECKLIST MAY NOT INCLUDE ALL DEADLINES - PLEASE REFER TO ALL OTHER DEADLINES FROM OFFICIAL SERVICE CONTRACTORS ON THEIR INDIVIDUAL ORDER FORMS OR BY CONTACTING THE APPROPRIATE CONTRACTOR DIRECTLY.