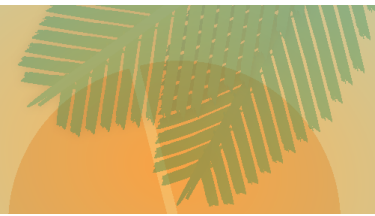




**340B  
2020**

**340B COALITION  
WINTER CONFERENCE  
FEB. 10-12 | SAN DIEGO, CA**



## DEADLINE CHECKLIST

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.

<input type="checkbox"/> October 31	Company logo due
<input type="checkbox"/> December 9	Early-bird exhibit booth registration ends Final day to submit all housing details/reservations for each room reserved; unused/unassigned rooms will be released
<input type="checkbox"/> December 16	Final day to make reservation cancellations; after this date cancellations will be charged the full amount (room rate plus tax) per reservation for the entire duration of the stay
<input type="checkbox"/> January 10	<b>Advance order discount deadline and advance shipment receiving with Alliance Exposition</b> Function space request forms due Company specialties/services due Draft for pre/post conference attendee emails due Proof of conference bag insert due* Draft for the following sponsorship artwork due: <ul style="list-style-type: none"> <li>• Agenda-at-a-glance fold out: full-page ad</li> <li>• Aisle signs and floor stickers</li> <li>• Conference ambassadors, bags, banners, badges, lanyards, hotel key cards, notebooks</li> <li>• Conference daily briefing banner ad</li> <li>• Digital agenda</li> <li>• Directional cubes</li> <li>• Escalator clings</li> <li>• Hotel door drops</li> <li>• Kiosk half and/or full banner ad</li> <li>• Meter boards</li> <li>• Mobile app banner ad</li> <li>• Program book: inside-back, inside-front, back cover, or full-page ad</li> <li>• Passport book: inside-front cover</li> <li>• Relax &amp; recharge stations</li> </ul> Draft for VIP demo information due* Draft for push notifications due*
<input type="checkbox"/> January 17	<b>Advance order deadline for rental exhibits &amp; custom table throws with Alliance Exposition</b> Final pre/post conference attendee emails due Final for all artwork above (see January 10) due* Passport questions due*
<input type="checkbox"/> January 21	Final day to cancel conference registrations and receive a refund (minus \$50 admin fee)
<input type="checkbox"/> January 30	<b>Advanced rate deadline for a/v, internet/phone services, and electricity</b>
<input type="checkbox"/> January 31	Final day to submit 100% booth & sponsorship payment
<input type="checkbox"/> February 4	<b>ADVANCE WAREHOUSE SHIPMENT DEADLINE (includes bag inserts)</b>
<input type="checkbox"/> February 10	Exhibits <b>MUST</b> be operational by 11:30 am (unless a variance is requested by contacting <a href="#">Lee-Anne Gabrielli</a> )

**\*Only applicable if sponsorship is purchased**