

## Checklist

### March, 2010

- Housing information will be distributed.

### April 2, 2010

- Remaining 50% of the booth fee is due. An invoice will be mailed to the name and address on your application.

### April 23, 2010

- All requests for activities, on- or off-site in conjunction with the AANA Annual Meeting should be submitted in writing prior to April 23, 2010. All requests must also include a brief description of the event. See “Hospitality Events/Focus Groups” on page 8 for more details.

### May, 2010

- Exhibitor Service Kit will be available.

### May 3, 2010

- Deadline for product description to be included in the AANA Official Program and Exhibitor Directory.

### June 15, 2010

- Deadline for hotel reservations.

### July 9, 2010

- Deadline to submit island and peninsula elevation and floor plan drawings to SLACK Incorporated for approval.
- Deadline to submit surveys for approval.
- Deadline to submit giveaways, contests and raffles to SLACK Incorporated for approval.
- Deadline to notify SLACK Incorporated and Freeman Decorating Company of use of Exhibitor Appointed Contractor.
- Deadline to order mailing labels of pre-registrants.
- Deadline to pre-register for badges.

### July 30, 2010

- Deadline to receive advance warehouse shipments.

### August 6, 2010

- Exhibitor setup: 12:00 pm – 5:00 pm\*  
\* By appointment only

### August 7, 2010

- Exhibitor setup: 8:00 am – 5:00 pm

### August 8, 2010

- Exhibitor setup: 8:00 am – 12:00 noon

### August 8, 2010

- Official opening of exhibit hall at 3:15 pm

### August 10, 2010

- Official closing of exhibits at 10:00 am