

Communications

AANA Executive Office

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Exhibit Management

SLACK Incorporated
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Checklist

March, 2012

- Housing information will be distributed.

April 2, 2012

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

April 20, 2012

- All requests for activities, on- or off-site in conjunction with the AANA Annual Meeting should be submitted in writing prior to April 20, 2012. All requests must also include a brief description of the event. See "Hospitality Events/Focus Groups" on page 8 for more details.

May, 2012

- Exhibitor Service Kit will be available.

May 1, 2012

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

June 13, 2012

- Deadline for hotel reservations.

July 6, 2012

- 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 29, 2012

- Deadline to receive advance warehouse shipments.

August 3, 2012

- Exhibitor set-up: 12:00 pm – 5:00 pm.*
*By appointment only

August 4, 2012

- Exhibitor set-up: 8:00 am – 5:00 pm.

August 5, 2012

- Exhibitor set-up: 8:00 am – 12:00 pm.
- Official opening of exhibit hall at 3:15 pm.

August 7, 2012

- Official closing of exhibits at 10:00 am.