



**April 2016**

**Friday, April 15**

**Update Company Description**

Update company listing. This will be used for the onsite official program guide.

**Wednesday, April 27**

**Booth Payment Due**

Booth payment for remaining balance due to ADHA

**Wednesday, April 27**

Consider purchasing an ad in the official program show guide

**May 2016**

**Wednesday, May 4**

**Trivia Game Participation Due**

Low cost traffic builder for only \$200

**After Friday, May 6**

**Order Attendee List**

Attendee lists are available for \$85.

**Friday, May 6**

**Lead Retrieval Discount Deadline**

**Friday, May 6**

**Electrical Service Deadline**

(Compressed air, water & gas)

**Monday, May 9**

**Advance Shipments Begins**

Advance shipment begins being accepted at Freeman Pittsburgh Warehouse.

**May 2016 (continued)**

**Monday, May 16**

**Booth Specials**

Upload your show special into your company profile for attendees to view.

**Wednesday, May 18**

**Certificate of Insurance Due**

A valid certificate of Insurance is due to ADHA.

**Thursday, May 19**

**Freeman Discount Deadline**

**June 2016**

**Friday, June 3**

**Advance Shipments End**

Last day for advanced shipments to be accepted at the Freeman Pittsburgh Warehouse.

**Thursday, June 9**

**Exhibitor Registration Opens**

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

**Thursday, June 9**

**Exhibitor Move-in**

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

**Friday, June 10**

**Exhibits Open**

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

Exhibits open 9:00am-4:00pm

**Saturday, June 11**

**Exhibits Open**

Exhibits open 10:00am-3:00pm

**Saturday, June 11**

**Exhibitor Move-out**

Exhibitor move-out is 3:01pm-10:00pm

For more information, please contact ADHA at [exhibits@adha.net](mailto:exhibits@adha.net)