



### **Important Upcoming Dates and Deadlines**

<b>July 25</b>	<b>Exhibitor Housing and Registration Opens – 11:00 am EDT</b>
August 1	Final Booth Payment Due
August 1	Function Space Requests Due
August 22	Deadline to Secure Ad Space - <a href="#">Pocket Planner</a>
September 12	Deadline to Submit Company Description/Product Categories for Printed Program
September 13	Deadline to Secure Ad Space - <a href="#">Printed Program</a>

There are companies contacting exhibitors with unofficial offers for housing and mailing lists. Spargo, Inc. is the ONLY official Housing and Registration Company for the ASHA Convention. ASHA is the only one who can provide a legitimate ASHA attendee or membership mailing list. More information is available on our [Convention website](#).

1. **July 25 – Exhibitor Priority Housing and Registration Opens:** On July 25, around 11:00 am EDT, when the site is open, we will send you an email. The email will have instructions on booking your hotel rooms and registering your booth staff. You can also access the housing and registration site through the [Exhibitor Service Center](#), using your password. You can find more information on the hotels in our block on our [website](#). Spargo, Inc. is the ONLY official Housing and Registration Company for the 2019 ASHA Convention.
2. **August 1 – Final Booth Payment Due:** You can pay via credit card by logging into the [Exhibitor Service Center](#) using your password. Invoices are emailed on the 1<sup>st</sup> and 15<sup>th</sup> of every month.
3. **August 1 – Function Space Requests Due:** To reserve a function space during Convention, [review the guidelines](#) and [submit your request](#) online. If you have questions, please contact [convention.asha.org](mailto:convention.asha.org).
4. **Mid-August - Exhibit Service Manual:** This is where you will find Information on booth furniture, carpet, electricity, internet, lead retrieval and shipping. You will receive an email from Willwork Event Services, formerly Teamwork Event Services, when the Manual is available. Willwork Event Services is the ONLY official General Service Contractor for the 2019 ASHA Convention.
5. **September 12 – Deadline for Printed Program and Exhibit Guide:** This is the last day to submit/update your company description and product categories. Your booth package includes a 300-character company description and five product categories. Upgrade to a 400-character description and seven product categories for \$250. To upgrade email [exhibits@asha.org](mailto:exhibits@asha.org). Log into the [Exhibitor Service Center](#) using your password to complete your profile.
6. **Balloons -** The Orange County Convention Center does not permit helium balloons inside the exhibit hall. There are no exceptions to this rule; you may not have helium balloons in your booth space. If helium balloons are found inside the exhibit hall, the balloons will be removed, and you will be responsible for any fees that may apply. Air-filled balloons are permitted.

7. **New – Preference Center:** In our ongoing effort to assure you are only receiving emails that are of interest to you, we have created a [Preference Center](#). Please take a minute to let us know what marketing information you are interested in receiving from ASHA.
8. **Now – Update Your Online Profile:** This is what attendees see when they visit the live floor plan. Log into the [Exhibitor Service Center](#) using your password to update your profile.
9. **Promote your Presence at Convention:** Let people know you are excited to be part of the ASHA Convention! We have created a [colorful image](#) that can be used on your website, social media, and email signature.
10. **Exhibit Hall Hours:** *When booking your return flight, please remember that you may not dismantle your booth, or pack up, prior to the closing of the Exhibit Hall.* Your boxes will be delivered to your booth after the hall has closed.

Wednesday, November 20	8:00 am – 6:00 pm	Exhibitor Move-In
Thursday, November 21	9:00 am – 5:00 pm	Exhibit Hall Open
	4:00 pm – 5:00 pm	Welcome in the Exhibit Hall
Friday, November 22	9:00 am – 5:00 pm	Exhibit Hall Open
Saturday, November 23	9:00 am – 2:00 pm	Exhibit Hall Open
	2:30 pm – 7:30 pm	Exhibitor Move-Out

We look forward to working with you this year. See you in Orlando in November!

Best regards,

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