

## DEADLINES AND REMINDERS

### **Feb.**

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#### **Feb. 28**

- Contract and payment due to participate in priority points booth location placement. ASA associate membership dues payment required to receive discounted exhibit rates.

### **April**

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#### **April 3**

- A full refund of the booth rental fee will be given to exhibitors submitting written cancellation of their exhibit space on or before this date.

### **June**

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#### **June 29**

- Exhibitors that have submitted complimentary exhibitor listings forms and full payment of their exhibit space will have their listings included in the September–October issue of *Staffing Success* and the convention book.

#### **June 30**

- A 50% refund of the booth rental fee will be given to exhibitors submitting written cancellation of their exhibit space on or before this date. No refund will be made for booth space cancellations after this date or for no-shows.

### **July**

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#### **July 11**

- Advertising contracts due for September–October issue of *Staffing Success* magazine.

#### **July 27**

- Exhibitors that have submitted complimentary exhibitor listings forms and full payment of their exhibit space will have their listings included in the convention book.
- Convention book advertising contracts and payment due.

### **August**

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#### **Aug. 1**

- September–October issue of *Staffing Success* magazine ad materials due.
- SELECT EXHIBITORS IN 20-FOOT-BY-20-FOOT OR LARGER BOOTH SPACE:** ASA to receive your island display booth plans for review.

#### **Aug. 6**

- Convention book ad materials due.

#### **Aug. 9**

- Exhibitor service manual will be mailed to exhibitors.

### **Sept.**

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#### **Sept. 10–Oct. 5**

- Advance warehouse shipments to arrive in San Antonio

#### **Sept. 15**

- Advertising contracts due for November–December issue of *Staffing Success* magazine.

#### **Sept. 25**

- Deadline to place advance orders for exhibitor services at a discount with Hargrove Inc.

### **Oct.**

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#### **Oct. 1**

- November–December issue of *Staffing Success* magazine ad materials due.

#### **Oct. 9**

- Staffing World exhibitor registration is open 7:30 a.m.–7:30 p.m.
- Exhibit setup 8 a.m.–5:45 p.m.
- All exhibits to be set up by 5:45 p.m.
- Reception for First-Time Attendees and New Members (to include exhibitors), 5–6 p.m., subject to change
- Welcome Reception and Grand Opening of Expo Hall with exhibitors, 6–8 p.m., subject to change

#### **Oct. 10**

- Expo open 10:30 a.m.–6 p.m., subject to change

#### **Oct. 11**

- Expo open 10:30 a.m.–4:30 p.m., subject to change

#### **Oct. 12**

- Expo open 9:30 a.m.–1:30 p.m., subject to change
- Expo teardown 1:30–6 p.m.