



IMPORTANT DATES

NOW - - - Service Kit Available on-line at www.aats.org

January 15, 2010	Exhibit space payment due in full Support Opportunities payment due in full Cancellations and Space Reductions must be submitted in writing
January 29, 2010	Exhibitor Housing Block Agreement due Room cancellations after this date will incur a penalty.
February 26, 2010	Exhibitor rooming list forms due
March 1, 2010	50-word Product descriptions due for final Program Book
March 5, 2010	Industry Supported Symposium Applications Due <i>AATS Daily News Preview Edition</i> advertising deadline
March 13, 2010	Artwork due for <i>AATS Daily News Preview Edition</i>
March 22, 2010	Island sketches due
March 22, 2010	Exhibiting Companies must notify Show Management in writing if they are intending to use and Exhibitor Designated Contractor (EDC).
March 29, 2010	Promotional giveaway forms due Deadline for submission of in-booth programs Surveys and questionnaires must be submitted for approval to Show Management. Freeman Decorating Warehouse open and accepting advance shipments
April 2010	<i>AATS Daily News Preview Edition</i> mailed this month
April 1, 2010	<i>AATS Daily News Daily</i> advertising deadline
April 2, 2010	AATS must receive video from hotel video channel sponsor Exhibitor pre -registration deadline
April 5, 2010	Requests to video tape in exhibition hall are due Requests for non-official photographers are due
April 8, 2010	Artwork due for <i>AATS Daily News Daily</i>
April 9, 2010	Function Room Request Form due with payment in full EDC's must submit Personnel Registration Form to Show Management EDC's must provide Show Management with an original copy of their insurance certificate and registration forms EDC's must submit list of clients
April 16, 2010	Housing changes may be made up until this date.

April 23, 2010	Freeman Advance Warehouse no longer is accepting shipments.
April 29, 2010	Exhibits of 900 square feet or larger may begin installation between 1:00 p.m. and 7:00 p.m.
April 30, 2010	<p>Bag stuffers for symposia sponsors must be received (prior notification necessary)</p> <p>Direct shipments accepted at the Convention Center</p> <p>Installation of Exhibits 8:00 a.m. – 7:00 p.m.</p>
May 1, 2010	<p>Installation of Exhibits 8:00 a.m. – 7:00 p.m.</p>
May 2, 2010	<p>Installation of Exhibits 8:00 a.m. – 4:00 p.m.</p> <p>Exhibit Hours 5:00 – 7:00 p.m.</p> <p>Exhibition OPEN 5:00 p.m.</p> <p>Welcome Reception 5:00 – 7:00 p.m.</p>
May 3, 2010	<p>Exhibit Hours 9:00 a.m. – 4:30 p.m.</p>
May 4, 2010	<p>Exhibit Hours 9:00 a.m. – 4:00 p.m.</p> <p>Exhibit dismantling begins 4:00 pm – 10:00 p.m.</p>
May 5, 2010	<p>Exhibits dismantling 8:00 a.m. – 3:00 p.m.</p>