



ASHRM Annual Conference & Exhibition
October 18 – 21, 2015
Indianapolis Convention Center
Indianapolis, IN

Exhibitor Critical Dates

Friday, May 29

100% of payment is due for exhibit booth space

Monday, July 13

Early bird Lead Retrieval pricing starts

Monday, July 20

Exhibitor Service Manual distributed to all current exhibitors

Tuesday, September 1

Advanced Lead Retrieval pricing starts

Friday, September 4

Deadline for changes to exhibitor listing for the Final Program - After this date any changes will be included in the Final Program Addendum

Monday, September 14 – Wednesday, October 14

Exhibitor advance shipments accepted at the advance warehouse

Monday, September 21

Exhibitor Appointed Contractor (EAC) Notification due to The Expo Group.

Exhibitor Sponsored Hospitality / Entertainment Function Request Form request form due to Caitlin Schmierer either via e-mail at cschmierer@smithbucklin.com or by fax at 312-644-0575.

The Expo Group 10% discount deadline for most show services listed below:

- Carpet
- Cleaning Service
- Computer Rental
- Electrical Services
- Floral
- Furniture & Accessories
- Labor
- Lift Equipment & Labor
- Material Handling – See form 13d for specific discount information
- Modular Rental Exhibits & Accessories
- Signs
- Suspended Sign Labor/Assembly
- Telecom

Monday, September 21

Pre-show attendee mailing list request form due

Wednesday, September 23

Hotel reservation cutoff for the JW Marriott, Indianapolis Marriott Downtown, & The Westin Indianapolis to receive official reduced conference rate

Saturday, October 18 (8:00am) – Tuesday, October 20

Direct to show shipments accepted

Saturday, October 17 – Sunday, October 18
Exhibitor move-in

Sunday, October 18
Onsite Lead Retrieval pricing starts

Sunday, October 18 – Wednesday, October 21
2015 ASHRM Annual Conference & Exhibition

Tuesday, October 20
Exhibitor move-out

Friday, November 20
Post-show attendee mailing list request form due

**If you have any questions regarding these deadlines, please contact:
Caitlin Schmierer at 312-673-4743 or cschmierer@smithbucklin.com**