



AMERICAN  
SOCIETY FOR  
HEALTH CARE  
RISK  
MANAGEMENT

ASHRM Annual Conference & Exhibition  
October 13-16, 2019  
Baltimore Convention Center  
Baltimore, Maryland

### Exhibitor Critical Dates

**Monday, April 30**

100% of payment is due for exhibit booth space

**Tuesday, May 21**

Exhibitor registration and housing is live

**Mid-July**

Exhibitor Service Manual distributed to all current exhibitors

**Friday, August 16**

All individual room occupants' names due to the hotel for contracted exhibitor sub-blocks

**Monday, September 9 – Wednesday, October 9**

Exhibitor advance shipments accepted at the advance warehouse

**Monday, September 9**

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

Exhibitor Sponsored Hospitality / Entertainment Function Request Form request form due to Danielle Pickus via e-mail at [ashrm@smithbucklin.com](mailto:ashrm@smithbucklin.com).

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

**Friday, September 13**

Pre-show attendee mailing list sent

**Wednesday, September 18**

Hotel reservation cutoff for you to receive the official reduced conference rate at all ASHRM Hotels

**Friday, October 4**

Onsite Lead Retrieval pricing starts

**Saturday, October 12 – Tuesday, October 15**

Direct to show shipments accepted

**Saturday, October 12 – Sunday, October 13**

Exhibitor Move-in

**Sunday, October 13 – Wednesday, October 16**  
2019 ASHRM Annual Conference

**Tuesday, October 15**  
Exhibitor Move-out

**Friday, November 1**  
Post-show attendee mailing list sent

If you have any questions regarding these deadlines, please contact:  
ASHRM Show Management at 312.673.5416 or [ASHRM@smithbucklin.com](mailto:ASHRM@smithbucklin.com)