



## DEADLINES CHECKLIST

Deadline	Notes	Date Completed (For your Records)
<b>May 16</b>	<p><b>Submit free 30-word listing for your company and/or logo upgrade for the show guide</b></p> <p><i>Please e-mail Melissa Helms at <a href="mailto:mhelms@accessintel.com">mhelms@accessintel.com</a> with any questions.</i></p>	
<b>May 17</b>	<p><b>Advanced shipping to warehouse begins</b></p> <p><i>Please note, items arriving earlier than May 17<sup>th</sup> will receive an additional storage fee.</i></p> <p><b>CLEAN PACIFIC 2018</b>            COMPANY NAME - BOOTH #            c/o DWA            6700 NE 59th Place            Portland, Oregon 97218</p>	
<b>May 18</b>	<p><b>Final date to reserve a hotel room at our discounted group rate.</b></p> <p>Reservations can be made <a href="#">online</a> for the DoubleTree by Hilton Portland, located ½ mile from the Oregon Convention Center.</p>	
<b>May 23</b>	<p><b>Last day to purchase a show guide advertisement</b></p> <p><i>E-mail Anastasia Bisson at <a href="mailto:abisson@accessintel.com">abisson@accessintel.com</a> to purchase.</i></p>	
<b>June 4</b>	<p><b>Convention Center Advanced Order Deadline</b>            (Electric, internet, phones, AV, plumbing, etc.)</p>	
<b>June 5</b>	<p><b>DWA Tradeshow &amp; Exposition Services Advanced Order Deadline</b></p> <p>To order online, visit <a href="http://www.dwatradeshow.com">www.dwatradeshow.com</a></p>	
<b>June 8</b>	<p><b>Exhibitor Appointed Contractor Forms due</b></p> <p><i>Please e-mail to Dana Ronan at <a href="mailto:dronan@accessintel.com">dronan@accessintel.com</a></i></p>	
<b>June 14</b>	<p><b>Certificate of insurance forms due</b></p> <p><i>Please e-mail to Dana Ronan at <a href="mailto:dronan@accessintel.com">dronan@accessintel.com</a></i></p>	
<b>June 14</b>	<p><b>Final day for shipments to arrive at the advanced warehouse.</b> Items that arrive at the warehouse after this date will have additional material handling charges</p>	
<b>June 15</b>	<p><b>EXHIBITORS ATTENDING CONFERENCE SESSIONS</b></p> <p>Last day for pre-registration discount. Register in advance for best pricing to attend conference sessions at CLEAN PACIFIC</p>	
<b>June 19</b>	<p><b>Show Site Shipping to the Oregon Convention Center can begin on this date.</b> All direct shipments must be consigned to DWA and scheduled to arrive during official exhibitor move-in hours only</p> <p><b>CLEAN PACIFIC 2018</b>            COMPANY NAME - BOOTH #            c/o DWA            Oregon Convention Center, Hall B            777 NE MLK Jr. Blvd.            Portland, OR 97232</p>	