



west coast pharmacy

**EXCHANGE**

APRIL 9-12, 2015  
DISNEYLAND HOTEL • ANAHEIM, CA

from vision  
**to reality**

## EXHIBITOR CHECKLIST

### IMPORTANT DATES

February 2, 2015	Last day to submit logo and 50 word description for 2015 exhibitor listing	<input type="checkbox"/>
February 20, 2015	Last day to submit a Door Prize form – FREE Opportunity!	<input type="checkbox"/>
March 1, 2015	Last day to secure your booth to receive the 2-week pre/post attendee list	<input type="checkbox"/>
March 2, 2015	Last day to secure an advertising space reservation in the event program	<input type="checkbox"/>
March 11, 2015	Advance shipments may begin arriving at warehouse 8:00 AM to 2:00 PM	<input type="checkbox"/>
March 13, 2015	Last day to submit artwork for the event program	<input type="checkbox"/>
March 13, 2015	Event Program Info - Last day to update your company description info	<input type="checkbox"/>
March 13, 2015	Last day to buy a booth and be listed in event program	<input type="checkbox"/>
March 13, 2015	Last day to for sponsorship acknowledgement in event program	<input type="checkbox"/>
March 13, 2015	Last day to make Disneyland hotel reservation at group rate (based on availability)	<input type="checkbox"/>
March 19, 2015	Discount deadline date for GES orders received with payment	<input type="checkbox"/>
March 25, 2015	Last day to register your exhibitor booth personnel	<input type="checkbox"/>
March 25, 2015	Last day for Attendees to Pre-Register	<input type="checkbox"/>
April 6, 2015	Last day for shipments to arrive at GES warehouse – All direct ship post Apr 6.	<input type="checkbox"/>
April 9, 2015	Exhibitor move-in day at the 2015 West Coast Pharmacy Exchange	<input type="checkbox"/>

### INSTALLATION

April 6, 2015	3:00 PM to 3:30 PM - Exhibitor Meeting	<input type="checkbox"/>
April 9-11, 2015	8:00 AM to 5:00 PM – GES Service Desk Hours	<input type="checkbox"/>
April 9, 2015	1:00 PM to 5:00 PM - Exhibitor Move In & Exhibitor Registration	<input type="checkbox"/>
April 10, 2015	11:30 AM to 5:00 PM - Exhibitor Move In & Exhibitor Registration	<input type="checkbox"/>

### SHOW HOURS

April 10, 2015	1:00 PM to 4:00 PM - Registration Open/Expo Hours	<input type="checkbox"/>
April 11, 2015	11:30 AM to 2:30 PM - Registration Open/Expo Hours	<input type="checkbox"/>

### DISMANTLE

April 11, 2015	2:30 PM to 6:00 PM – No breakdown permitted before 2:30 PM	<input type="checkbox"/>
April 11, 2015	Empty containers will start being returned by 2:30 PM	<input type="checkbox"/>
April 11, 2015	Carriers must be checked in by 4:00 PM	<input type="checkbox"/>
April 11, 2015	All exhibitor materials must be removed by 6:00 PM	<input type="checkbox"/>

### DONE?