

# PRACTICE MANAGEMENT™ 2018

JANUARY 26-28 | HYATT REGENCY NEW ORLEANS | NEW ORLEANS, LA

## CHECKLIST

The following checklist is provided as a guide for companies exhibiting at the conference.

Due Date	Item	Completed
Friday, December 8	Information for printed Exhibits Guide – <a href="#">Exhibitor Resource Center</a>	<input type="checkbox"/>
Wednesday, December 20	Booth Rendering Approval Form – <a href="#">Exhibitor Resource Center</a> <i>*This is for booths 20'x20' and larger only</i>	<input type="checkbox"/>
	Drawing/Raffle/Giveaway Request Form – <a href="#">Exhibitor Resource Center</a>	<input type="checkbox"/>
	Exhibitor Insurance Form – <a href="#">Exhibitor Resource Center</a>	<input type="checkbox"/>
	Notification of Intent to Use an EAC – <a href="#">Exhibitor Resource Center</a>	<input type="checkbox"/>
	Onsite Contact Form – <a href="#">Exhibitor Resource Center</a>	<input type="checkbox"/>
Thursday, December 28	Shipment may be being to arrive at the Advance Shipment Warehouse – Please refer to <a href="#">General Service Contractor information</a>	<input type="checkbox"/>
Tuesday, January 2	<a href="#">Register for Exhibitor Badges</a>	<input type="checkbox"/>
	<a href="#">Housing Reservations</a>	<input type="checkbox"/>
Thursday, January 4	<a href="#">AV Order Form</a>	<input type="checkbox"/>
	Services through the <a href="#">General Services Contractor</a> such as: <ul style="list-style-type: none"> <li>• Tables</li> <li>• Chairs</li> <li>• Installation and Dismantle Labor</li> </ul>	<input type="checkbox"/>
Friday, January 12	<a href="#">Lead Retrieval Services</a>	<input type="checkbox"/>
Thursday, January 18	Last day for shipment to arrive at the Advance Shipment Warehouse – Please refer to <a href="#">General Service Contractor information</a>	<input type="checkbox"/>
Friday, January 19	<a href="#">Electrical Service Order Form</a>	<input type="checkbox"/>
	<a href="#">Internet Service Order Form</a>	<input type="checkbox"/>
Thursday, January 25	Shipment may be being to arrive at the Hyatt Regency New Orleans Please refer to <a href="#">General Service Contractor information</a>	<input type="checkbox"/>

Your password to access the [Exhibitor Resource Center](#) was emailed to the Exhibit Contact along with the link to the Exhibitor Service Manual.

Questions? Contact Sharon Wong-Stewart, Manager, Exhibit Operations



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