

CHECKLIST

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

Due Date	Item	Completed
Monday, November 19	Information for printed Exhibits Guide – Exhibitor Resource Center	<input type="checkbox"/>
Wednesday, December 5	Booth Rendering Approval Form – Exhibitor Resource Center <i>*This is for booths 20'x20' and larger only</i>	<input type="checkbox"/>
	Drawing/Raffle/Giveaway Request Form – Exhibitor Resource Center	<input type="checkbox"/>
	Exhibitor Insurance Form – Exhibitor Resource Center	<input type="checkbox"/>
	Notification of Intent to Use an EAC – Exhibitor Resource Center	<input type="checkbox"/>
	Onsite Contact Form – Exhibitor Resource Center	<input type="checkbox"/>
Wednesday, December 19	Shipment may be being to arrive at the Advance Shipment Warehouse – Please refer to General Service Contractor information	<input type="checkbox"/>
Friday, December 21	Lead Retrieval Services - Early Bird Pricing	<input type="checkbox"/>
Thursday, December 27	Services through the General Services Contractor such as: <ul style="list-style-type: none"> • Tables • Chairs • Installation and Dismantle Labor 	<input type="checkbox"/>
Friday, December 28	Housing Reservations	<input type="checkbox"/>
Thursday, January 3	Electrical Service Order Form	<input type="checkbox"/>
	Internet Service Order Form	<input type="checkbox"/>
	AV Order Form	<input type="checkbox"/>
Friday, January 4	Floral Service - Early Bird Pricing	<input type="checkbox"/>
Wednesday, January 9	Register for Exhibitor Badges	<input type="checkbox"/>
Thursday, January 10	Last day for shipment to arrive at the Advance Shipment Warehouse – Please refer to General Service Contractor information	<input type="checkbox"/>
Thursday, January 17	Shipment may be being to arrive at the Paris Las Vegas Please refer to General Service Contractor information	<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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