



Checklist

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

Due Date	Item	Complete
Wednesday, June 21	Exhibitor Registration - Exhibitor Resource Center	<input type="checkbox"/>
	Giveaway Approval Form - Exhibitor Resource Center	<input type="checkbox"/>
	Hotel Reservation	<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"/>
	Lead Retrieval Order Form	<input type="checkbox"/>
Monday, July 3	AV Order Form	<input type="checkbox"/>
Tuesday, July 11	Exhibitor Directory Listing and Upgrade – Exhibitor Resource Center	<input type="checkbox"/>
Wednesday, July 19	Electric Order Form	<input type="checkbox"/>
	Internet Order Form	<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.

*Complimentary, in allotment registrations are included with your exhibit. **In allotment registrations must be submitted by 11:59 PM (ET) on Monday, July 24, 2017.** After this deadline, in allotment registrations may be subject to a \$300 onsite processing fee.*

Questions? Contact Eileen McGill, Manager, Exhibit Operations



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