

Checklist

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

Due Date	Item	Complete
Wednesday, January 11	Exhibitor Directory Listing and Upgrade – Exhibitor Resource Center	<input type="checkbox"/>
	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"/>
Wednesday, January 25	Freeman Audio Visual Order Form	<input type="checkbox"/>
	General Service Contractor – All Forms	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Exhibit Transportation • Labor – Installation and Dismantle • Material Handling • Summary/Payment Form 	<input type="checkbox"/>
		<input type="checkbox"/>
Thursday, January 26	Electrical Order Form	<input type="checkbox"/>
Wednesday, February 8	Internet Order Form	<input type="checkbox"/>

*Complimentary, in allotment registrations are included with your exhibit. **In allotment registrations must be submitted by 11:59 PM (EST) on Monday, February 13.** After this deadline, in allotment registrations may be subject to a \$300 onsite processing fee.*

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 Eileen McGill, Manager, Exhibit Operations



703-679-3969



guexhibits@spargoinc.com