

## Checklist

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

Due Date	Item	Complete
<b>Wednesday, December 27</b>	<a href="#">Exhibitor Directory Listing and Upgrade</a> – <a href="#">Exhibitor Resource Center</a>	<input type="checkbox"/>
	Exhibitor Registration - <a href="#">Exhibitor Resource Center</a>	<input type="checkbox"/>
	Giveaway Approval Form - <a href="#">Exhibitor Resource Center</a>	<input type="checkbox"/>
	<a href="#">Hotel Reservation</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"/>
	<a href="#">Lead Retrieval</a> Order Form	<input type="checkbox"/>
<b>Thursday, January 11</b>	<a href="#">Freeman Audio Visual</a> Order Form	<input type="checkbox"/>
<b>Wednesday, January 17</b>	General Service Contractor – All Forms <ul style="list-style-type: none"> <li><a href="#">Exhibit Transportation</a></li> <li><a href="#">Electric</a></li> <li><a href="#">Labor</a> – Installation and Dismantle</li> <li><a href="#">Material Handling</a></li> <li><a href="#">Summary/Payment Form</a></li> </ul>	<input type="checkbox"/>
	<a href="#">Internet</a> 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.

Questions? Contact Eileen McGill, Manager, Exhibit Operations



800-564-4220 (within the U.S.) or 703-631-6200



[guexhibits@spargoinc.com](mailto:guexhibits@spargoinc.com)