

Checklist

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

Due Date	Item	Complete
Wednesday, August 15	Exhibitor Directory Listing and Upgrade – Exhibitor Resource Center	<input type="checkbox"/>
Wednesday, August 22	Exhibitor Registration	<input type="checkbox"/>
	Hotel Reservation	<input type="checkbox"/>
	Giveaway Approval Form	<input type="checkbox"/>
	Notification of Intent to Use an EAC	<input type="checkbox"/>
	Onsite Contact Form	<input type="checkbox"/>
Friday, August 31	Freeman Audio Visual Order Form	<input type="checkbox"/>
	Lead Retrieval Order Form	<input type="checkbox"/>
Friday, September 14	Internet Order Form	<input type="checkbox"/>
	Electric 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 Manual.

Questions? Contact Eileen McGill, Manager, Exhibit Operations



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



qualityexhibits@spargoinc.com