

Planning Tips

- Give copies of all orders, invoices, and paperwork associated with exhibiting and shipping to your onsite exhibit staff.
- Order services by the deadlines shown on the forms to take advantage of discounts (if applicable).
- Remember to pack scissors, packing tape, and other supplies you may require in your shipment.
- Carefully review all products when delivered to your exhibit table and document any damage. Provide the Exhibits Operations Manager with a copy of your report.
- Complimentary, in allotment registrations are included with your exhibit. In allotment registrations must be submitted by 11:59 PM (ET) on Monday, September 24, 2018. After this deadline, in allotment registrations may be subject to a \$300 onsite processing fee.

Questions? Contact Eileen McGill, Manager, Exhibit Operations



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



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