



## Checklist

The following checklist is provided as a guide for companies exhibiting at the **Best of ASCO New Orleans Meeting**.

Due Date	Item	Complete
<b>June 15</b>	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"/>
<b>June 20</b>	<a href="#">Exhibitor Directory Listing and Upgrade</a> – <a href="#">Exhibitor Resource Center</a>	<input type="checkbox"/>
<b>June 24</b>	<a href="#">Freeman Audio Visual</a> Order Form	<input type="checkbox"/>
	<a href="#">Internet</a> Order Form	<input type="checkbox"/>
	<a href="#">Electric</a> Order Form	<input type="checkbox"/>
<b>July 7</b>	<a href="#">Lead Retrieval</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, Exhibits Operations Manager



800-564-4220 (within the U.S.) or 703-679-3969



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