

## Checklist

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

Due Date	Item	Complete
Wednesday, December 11	Exhibitor Directory Listing and Upgrade – Exhibitor Resource Center	
Wednesday, December 18	Exhibitor Registration - Exhibitor Resource Center	
	Giveaway Approval Form – Exhibitor Resource Center	
	Hotel Reservation	
	Notification of Intent to Use An EAC- Exhibitor Resource Center	
	Onsite Contact Form – Exhibitor Resource Center	
Tuesday, December 31	General Service Contractor – All Forms	
	• <u>Electric</u>	
	Exhibit Transportation	
	• <u>Labor</u>	
	<ul> <li>Material Handling</li> </ul>	
	<ul> <li>Summary/Payment Form</li> </ul>	
	<u>Internet</u> Order Form	
Thursday, January 2	<u>Lead Retrieval</u> Order Form	
Friday, January 3	Freeman Audio Visual Order Form	

Your password to access the <u>Exhibitor Resource Center</u> 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 703-631-6200

