Checklist

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

Due Date	Item	Complete
Monday, November 15	• Giveaway Approval Form – Exhibitor Resource Center • Notification of Intent to Use An EAC- Exhibitor Resource Center • Onsite Contact Form – Exhibitor Resource Center • Exhibitor Directory Listing and Upgrade – Exhibitor Resource Center	☐
Wednesday, December 15	• Exhibitor Registration - Exhibitor Resource Center • Hotel Reservation	☐
Friday, December 17	• Lead Retrieval Order Form	☐

Wednesday, December 22	• General Service Contractor – All Forms
	   • Electric
	   • Exhibit Transportation
	   • Labor
	   • Material Handling
	   • Summary/Payment Form
	• Internet Order Form
		☐

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 703-631-6200   giexhibits@spargoinc.com