

Checklist

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

Due Date	Item	Complete
Wednesday, December 7	<ul style="list-style-type: none"> 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 	<input type="checkbox"/>
Wednesday, December 14	<ul style="list-style-type: none"> Exhibitor Registration - Exhibitor Resource Center Hotel Reservation 	<input type="checkbox"/>
Wednesday, December 21	<ul style="list-style-type: none"> General Service Contractor – All Forms <ul style="list-style-type: none"> Electric Exhibit Transportation Labor Material Handling Summary/Payment Form Internet Order Form AV Order Form 	<input type="checkbox"/>
Thursday, December 22	<ul style="list-style-type: none"> Lead Retrieval 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



giexhibits@spargoinc.com