

## Checklist

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

Due Date	Item	Complete
<b>Friday, January 6</b>	<ul style="list-style-type: none"> <li>• Giveaway Approval Form – <a href="#">Exhibitor Resource Center</a></li> <li>• Notification of Intent to Use An EAC- <a href="#">Exhibitor Resource Center</a></li> <li>• Onsite Contact Form – <a href="#">Exhibitor Resource Center</a></li> <li>• <a href="#">Exhibitor Directory Listing and Upgrade</a> – <a href="#">Exhibitor Resource Center</a></li> </ul>	<input type="checkbox"/>
<b>Wednesday, January 11</b>	<ul style="list-style-type: none"> <li>• Exhibitor Registration - <a href="#">Exhibitor Resource Center</a></li> <li>• <a href="#">Hotel Reservation</a></li> </ul>	<input type="checkbox"/>
<b>Thursday, January 12</b>	<ul style="list-style-type: none"> <li>• <a href="#">Lead Retrieval</a> Order Form</li> </ul>	<input type="checkbox"/>
<b>Wednesday, January 18</b>	<ul style="list-style-type: none"> <li>• General Service Contractor – All Forms               <ul style="list-style-type: none"> <li>• <a href="#">AV</a></li> <li>• <a href="#">Electric</a></li> <li>• <a href="#">Exhibit Transportation</a></li> <li>• <a href="#">Labor</a></li> <li>• <a href="#">Material Handling</a></li> <li>• <a href="#">Summary/Payment Form</a></li> </ul> </li> <li>• <a href="#">Internet</a> Order Form</li> </ul>	<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



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