



Checklist

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

Due Date	Item	Complete
Wednesday, December 18	Exhibitor Directory Listing and Upgrade – Exhibitor Resource Center	<input type="checkbox"/>
Thursday, January 2	Exhibitor Registration - Exhibitor Resource Center	<input type="checkbox"/>
	Giveaway Approval Form – Exhibitor Resource Center	<input type="checkbox"/>
	Hotel Reservation	<input type="checkbox"/>
	Notification of Intent to Use An EAC- Exhibitor Resource Center	<input type="checkbox"/>
	Onsite Contact Form – Exhibitor Resource Center	<input type="checkbox"/>
Monday, January 6	Freeman Audio Visual Order Form	<input type="checkbox"/>
Thursday, January 9	Lead Retrieval Order Form	<input type="checkbox"/>
Wednesday, January 15	General Service Contractor – All Forms <ul style="list-style-type: none"> • Electric • Exhibit Transportation • Labor • Material Handling • Summary/Payment Form 	<input type="checkbox"/>
Friday, January 24	Internet 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 703-631-6200



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