

Checklist

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

Your password to access the [Exhibitor Resource Center](#) was emailed to the Exhibit Contact along with the link to the Exhibitor Service Manual.

Due Date	Item	Complete
Wednesday, January 23	Exhibitor Directory Listing and Upgrade – Exhibitor Resource Center	<input type="checkbox"/>
	Exhibitor Registration - Exhibitor Resource Center	<input type="checkbox"/>
	Giveaway Approval Form – 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"/>
	Lead Retrieval Order Form	<input type="checkbox"/>
Friday, February 1	Freeman Audio Visual Order Form	<input type="checkbox"/>
	Electric Order Form	<input type="checkbox"/>
Thursday, February 7	General Service Contractor – All Forms <ul style="list-style-type: none"> • Exhibit Transportation • Labor • Material Handling • Summary/Payment Form 	<input type="checkbox"/>
	• Internet Order Form	<input type="checkbox"/>

Questions? Contact Eileen McGill, Manager, Exhibit Operations



800-564-4220 (within the U.S.) or 703-631-6200



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