

Exhibitor Checklist

FEBRUARY 2020
WORLD
AG EXPO®

DUE AT TIME OF PLACEMENT

At time of placement	<input type="checkbox"/> 50% of Payment Due
At time of placement	<input type="checkbox"/> Certificate of Insurance
At time of placement	<input type="checkbox"/> Take advantage of Marketing and Sponsorship Opportunities

SEPTEMBER 1 - DECEMBER 15, 2019

Sep 1 - Dec 15	<input type="checkbox"/> Order Services
Sep 1 - Dec 15	<input type="checkbox"/> Appointed Contractors Forms
Sep 1 - Feb 10, 2020	<input type="checkbox"/> Request Media Coverage of your booth

OCTOBER 31, 2019 DEADLINES

Aug 1 - Oct 31	<input type="checkbox"/> Enter your product in Top-10 New Product Competition
Aug 1 - Oct 31	<input type="checkbox"/> Apply to host a seminar
Oct 31	<input type="checkbox"/> Final Payment Due

NOVEMBER 1 - DECEMBER 15, 2019

Nov 1 - Dec 15	<input type="checkbox"/> Order Badges
Nov 1 - Dec 15	<input type="checkbox"/> Order additional badges, tickets & vouchers

Notes:

• Website • FAQs • Contact •

JANUARY - FEBRUARY 2020

Jan 1, 2020	<input type="checkbox"/> Arrange shipping and freight
Jan 15, 2020	<input type="checkbox"/> Submit the required permits
Jan 27 - Feb 10, 2020	<input type="checkbox"/> Outside Exhibitor Move-In
Feb 3 - 10, 2020	<input type="checkbox"/> Inside Exhibitor Move-In
Feb 11, 2020	<input type="checkbox"/> Move In complete by 7:00 am

FEBRUARY 11 - 13, 2020

TUES Feb 11, 2020	7:00 am	Move-in Complete
	9:00 am	Show Opens
WED Feb 12, 2020	5:00 pm	Exhibitor Reception <small>Booths must be attended during show hours at all times.</small>
	9:00 am	Show Opens
	All Day	Renew your space at Exhibitor Services
THURS Feb 13, 2020	5:00 pm	Exhibitor Reception
	9:00 am	Show Opens
	All Day	Renew your space at Exhibitor Services
	4:00 pm	Show Closes and Move-out Begins

Don't Forget!

- Make travel plans and book lodging
- Follow us on Social Media and use the official Hashtag #WAE120
- Download the official show app