

# Exhibitor Checklist

# WORLD AG EXPO® FEBRUARY 2022

## 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, 2021

Sep 1 - Nov 15	<input type="checkbox"/> Order Services
Sep 1 - Dec 15	<input type="checkbox"/> Send social media ready photos or videos to <a href="mailto:marketing@farmshow.org">marketing@farmshow.org</a>
Sep 1 - Feb 10, 2021	<input type="checkbox"/> Request Media Coverage of your booth

## OCTOBER 31, 2021 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 for returning exhibitors & COI Due

## NOVEMBER 1 - DECEMBER 15, 2021

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

### Notes:

• [Website](#) • [FAQs](#) • [Contact](#) •

## JANUARY - FEBRUARY 2022

Jan 1, 2022	<input type="checkbox"/> Arrange shipping and freight
Jan 15, 2022	<input type="checkbox"/> Submit the required permits
Jan 27 - Feb 10, 2022	<input type="checkbox"/> Outside Exhibitor Move-In
Feb 3 - 10, 2022	<input type="checkbox"/> Inside Exhibitor Move-In
Feb 11, 2022	<input type="checkbox"/> Move In complete by 7:00 a.m.

## FEBRUARY 8 - 10, 2022

<h3>TUES</h3> <p>Feb 8, 2022</p>	7:00 a.m. Move-in Complete
	9:00 a.m. Show Opens
<h3>WED</h3> <p>Feb 9, 2022</p>	5:00 p.m. Exhibitor Reception Booths must be attended during show hours at all times.
	9:00 a.m. Show Opens
<h3>THURS</h3> <p>Feb 10, 2022</p>	All Day Renew your space at Exhibitor Services
	5:00 p.m. Exhibitor Reception
	9:00 a.m. Show Opens
	All Day Renew your space at Exhibitor Services
	4:00 p.m. Show Closes and Move-out Begins

## To Do List

- Make travel plans and book lodging
- Follow us on Social Media and use the official Hashtag #WAE22
- Download the official show app