

# Exhibitor Checklist



## 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

## DUE SEPT 1 - DEC 15, 2022

Sept 1 - Nov 15	<input type="checkbox"/> Order Services
Sept 1 - Feb 8	<input type="checkbox"/> Fill out Social Media Form
Sept 1 - Feb 8	<input type="checkbox"/> Request Media Coverage

## DUE OCT 31, 2022

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

## DUE NOV 1 - DEC 15, 2022

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

### Notes:

## DUE JAN - FEB 2023

Jan 1, 2023	<input type="checkbox"/> Arrange shipping and freight
Jan 15, 2023	<input type="checkbox"/> Submit the required permits
Jan 30 - Feb 13, 2023	<input type="checkbox"/> Outside Exhibitor Move-In
Feb 6 - Feb 13, 2023	<input type="checkbox"/> Inside Exhibitor Move-In
Feb 14, 2023	<input type="checkbox"/> Move In complete by 7:00 a.m.

## FEBRUARY 14-16, 2023

<b>TUES</b>	7:00 a.m.	Move-in Complete
	9:00 a.m.	Show Opens
Feb 14, 2023	5:00 p.m.	Exhibitor Reception
	Booths must be staffed during show hours at all times.	
<b>WED</b>	9:00 a.m.	Show Opens
	All Day	Renew your space at Exhibitor Services
Feb 15, 2023	5:00 p.m.	Exhibitor Reception
<b>THURS</b>	9:00 a.m.	Show Opens
	All Day	Renew your space at Exhibitor Services
Feb 16, 2023	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 official Hashtag #WAE23
- Download the official show app