

Exhibitor Checklist



DUE AT TIME OF PLACEMENT

- At time of placement 50% of Payment Due
- At time of placement Certificate of Insurance
- At time of placement Take advantage of Marketing and Sponsorship Opportunities

DUE SEPT 1 - FEB 2024

- Sept 1 - Feb 1 Request Media Coverage
- Sept 1 - Feb 8 Fill out Social Media Form
- Sept 1 - Feb 12 Order Services

DUE OCT 31, 2023

- Aug 1 - Oct 31 Enter your product in Top-10 New Products Competition
- Aug 1 - Oct 31 Apply to host a seminar
- Oct 31 Final Payment & COI Due

DUE NOV 1 - DEC 15, 2023

- Nov 1 - Dec 15 Order Badges
- Nov 1 - Dec 15 Order extra badges & tickets

NOTES:

DUE JAN - FEB 2024

- Jan 1, 2024 Arrange shipping and freight
- Jan 15, 2024 Submit required permits
- Jan 29 - Feb 13, 2024 Outside Exhibitor Move-In
- Feb 5 - Feb 13, 2024 Inside Exhibitor Move-In
- Feb 13, 2024 Move In complete by 7:00 a.m.

FEBRUARY 13-15, 2024

TUES

Feb 13, 2023

- 7:00 a.m. Move-in Complete
- 9:00 a.m. Show Opens
- 5:00 p.m. Exhibitor Reception

Booths must be staffed during show hours at all times.

WED

Feb 14, 2024

- 9:00 a.m. Show Opens
- All Day Renew your space at Exhibitor Services
- 5:00 p.m. Exhibitor Reception

THURS

Feb 15, 2024

- 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 official Hashtag #WAE24
- Download the official show app