# **EXHIBITOR CHECKLIST**



## AT TIME OF PLACEMENT

- 50% OF PAYMENT
- CERTIFICATE OF INSURANCE

# **AUGUST - OCTOBER**

- TOP-10 APPLICATION
- SEMINAR APPLICATION
- FINAL PAYMENT & COI DUE

## **JANUARY**

- ARRANGE SHIPPING & FREIGHT
- SUBMIT REQUIRED PERMITS DEADLINE JANUARY 15

## **SCHEDULE OF EVENTS**

JANAURY 26 · · · OUTSIDE EXHIBITOR

**MOVE-IN BEGINS** 

FEBRUARY 2 ··· INSIDE EXHIBITOR

**MOVE-IN BEGINS** 

FEBRUARY 10 · · · MOVE-IN COMPLETE

BY 7:00 A.M.

FEBRUARY 10 · · · 5:00 P.M. EXHIBITOR

RECEPTION

FEBRUARY 11 · · · RENEW YOUR SPACE

# TO DO LIST

SPONSORSHIP & MARKETING OPPORTUNITIES
BOOK TRAVEL & LODGING
ORDER SERVICES EARLY BIRD DEADLINE NOVEMBER 15
ORDER BADGES & TICKETS MAILING DEADLINE DECEMBER 15
FOLLOW US ON SOCIAL MEDIA
DOWNLOAD THE OFFICIAL

# **SHOW HOURS**

WORLD AG EXPO MOBILE APP

TUESDAY, FEBRUARY 10 & WEDNESDAY, FEBRUARY 11

9:00 A.M. - 5:00 P.M.

**THURSDAY, FEBRUARY 12** 

9:00 A.M. - 4:00 P.M.

### NOTES