



# 2017

## Exhibitor Checklist

Expo Dates:

January 4-6, 2017

Moscone West Convention Center, San Francisco, CA

### Right away

- Sign and return the Exhibitor Terms and Agreement
- Subscribe to the Exhibitor Central Blog to receive important updates/deadlines Quick
- Review Quick Reference Guide and Exhibitor Checklist, put deadlines on your calendar
- Review booth display guidelines and other rules and regulations
- Update company description for the online Floorplan, Printed Program and Mobile App
- Make hotel reservations

### November 1

- Last day to register additional booth staff at a reduced rate

### November 11

- Last day to submit or update company description and mobile app. Changes made after this date will only appear online

### November 15

- Last day to cancel booth space

### November 21

- Advance shipments will be accepted

### December 2

- Last day to submit Exhibitor Appointed Contractor Form

### December 9

- Last day to submit Happy Hour Beverage Orders for Kick-off Reception to the Moscone West Convention Center

### December 14

- Last day to order electrical, compressed air and water services through Edlen
- Last day to order internet through the Moscone Center

### December 16

- Last day to make hotel reservations at the San Francisco Marriott Marquis at the group block rate (based on availability)

### December 23

- Last day to receive vendor discounts on furniture, carpeting, and labor from Teamwork
- Last day for advance shipments to be accepted at advance warehouse. Deliveries must be received by 3:30 PM Note: Materials arriving after Dec. 23 will be received at the warehouse with an additional after deadline charge of 30%.
- Last day to register staff for complimentary All-Access and Trade Show Only passes that come with your booth
- Last day to submit Lead Retrieval Order Form to eShow

### January 3

- Direct shipments will be accepted at the Moscone West Convention Center. Deliveries will be received from 8:00am – 4:30pm.  
Deliveries will also be received on January 4 from 8:00 AM - 10:00 AM
- Exhibitor set up is open from 2:00 PM - 6:00 PM