



## MANDATORY FORMS CHECKLIST

Here is a list of the mandatory forms, orders and information that **EVERY** exhibitor must return. Additional forms may be required depending on the configuration of your exhibit. Please review the complete Exhibitor Service Kit to determine which forms are necessary for you.

**Proof of Insurance**

Due April 13, 2020

Return to Rainprotection Insurance.

See page 19 or [click here to submit online.](#)

**Booth Display Information**

Due April 13, 2020

Return to Show Management by email.

See page 21-22.

**Booth Giveaway and Activation Information**

Due April 13, 2020

Return to Show Management

See page 20 or [click here to submit online.](#)

**Emergency Contact Information**

Due April 13, 2020

Return to Show Management

See page 23 or [click here to submit online.](#)

**Exhibitor & Sponsor Pre-Registration**

Exhibitor registration can be accessed here: <https://cvent.me/oPwa5v>

**EXHIBITOR & Sponsor REGISTRATION PROCEDURES**

Exhibitors will be allotted a certain number of complimentary conference badges. Please refer to your exhibitor agreement for your specific allotment. The badge form has been designed to register your staff. If you go over your allotment of badges for staff, you will need to purchase additional passes for \$895.00 per person.

### NEW REGISTRATION PROCEEDURE

You will be prompted for a code in the last step of your registration process. Your code is the **FIRST letter of your company name PLUS your company's ZIP CODE**. Once you add this code, your Order Total will equal \$0, unless you have purchased additional passes.

**EX. Bobit, 90503 = Exhibitor code B90503**

Admission Item

Sponsor

\$895.00

Enter your code for your allotted passes

Enter your code HERE

Apply

Subtotal

\$895.00

Order Total

\$895.00