

**WHERE  
CONSIGNORS  
CONNECT**



March 26-27, 2019  
IARA and NAAA  
meetings begin March 25  
Caesars Palace Las Vegas

## **MANDATORY FORMS CHECKLIST**

Here is a list of the mandatory forms, orders and information that every exhibitor must return. Be sure to submit all forms by their deadline. Additional forms may be required depending on the configuration of your exhibit. Please review the complete Service Kit to determine which forms are necessary for you.

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### **Public Directory Information and Logo**

[SUBMIT HERE](#)

**Due: February 13, 2019**

The information submitted will be used to describe your company to attendees.

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### **Certificate of Insurance**

[SUBMIT HERE](#)

**Due: February 15, 2019**

It is necessary for you to carry general liability coverage from an insurance company in good standing.

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### **Emergency Contact**

[SUBMIT HERE](#)

**Due: February 15, 2019**

It is important that we have a contact for urgent issues that may arise while onsite.