



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.

Exhibiting Company Information and Logo The information submitted will be used to describe your company to attendees in our mobile app, the event website, floorplan & printed badge.	SUBMIT HERE	Due: January 30, 2020
Emergency Contact It is important that we have a contact for urgent issues that may arise while onsite.	SUBMIT HERE	Due: February 14, 2020
Sponsor Pre Registration Reference your Exhibitor/Sponsor registration link that was sent to the company's main contact from the contract submitted.		Due: March 13, 2020
Certificate of Insurance For your convenience we are now including liability insurance through Rainprotection which meets all our insurance requirements along with your booth space fee. You will no longer need to go through the paperwork and costs of submitting your own compliant insurance.		
