



## 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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### Asset Upload/Mobile App Listing Form

[SUBMIT HERE](#)

**Due: ASAP or no later than May 24, 2021**

The information submitted will be used to populate your Solution Provider Directory Listing, describe your company to attendees in our mobile app, the event website, floorplan & printed badge.

To access the online form, click [SUBMIT HERE](#) on the right, or copy/paste this link into your browser:  
<https://form.123formbuilder.com/5838966//>

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### Emergency Contact

[SUBMIT HERE](#)

**Due: May 14, 2021**

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

To access the online form, click [SUBMIT HERE](#) on the right, or copy/paste this link into your browser:  
<https://form.123formbuilder.com/5838883//>

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### Exhibitor/Sponsor Pre Registration

**Due: May 3, 2021**

Sponsors received their registration link and unique promo code in their Sponsor Information Packet. Exhibitors received it via email. If you need this information again, please email: [irene.gruen@bobit.com](mailto:irene.gruen@bobit.com)

Please register by this deadline to receive your badge in the mail and avoid lines on site.

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### 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.

**No Action Needed**

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