



WHERE
PUBLIC FLEET
PROFESSIONALS
CONNECT

NOV 15-17, 2021
Orange County Convention Center
Orlando, FL
#GovFleetExpo

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.

Asset Upload/Mobile App Listing Form

Due: ASAP or no later than October 15, 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 [here](#) or copy/paste this link into your browser:

Sponsors/Exhibiting Sponsor Form:

<https://form.123formbuilder.com/5943649>

Exhibitor Only Form:

<https://form.123formbuilder.com/5983151/form>

Emergency Contact

[SUBMIT HERE](#)

Due: November 2, 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/5968809/form>

Exhibitor/Sponsor Pre-Registration

Due: November 2, 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

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

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
