



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 booth. Please review the complete Exhibitor Service Kit to determine which forms are necessary for you.

Booth Display Diagram - Due September 21, 2018

Return to Show Management

It is mandatory for exhibiting companies to provide a diagram of their booth display. This is to ensure your booth layout fits the booth you have selected and adheres to our Exhibitor Display Rules and Regulations.

See page 20 or www.industrysummit.com/Page/Service-Kit.aspx for more information.

Proof of Insurance - Due September 21, 2018

Return to Show Management

Exhibitors shall deliver to Industry Summit and/or Bobit Business Media or their appointed representatives, a certificate/evidence of insurance.

See page 19 or www.industrysummit.com/Page/Service-Kit.aspx for more information.

Emergency Contact Information - Due September 21, 2018

Return to Show Management

It is MANDATORY that we have an onsite point-of-contact from your company for urgent issues while at show site. Please submit this form to designate your emergency contact.

See page 22 or www.industrysummit.com/Page/Service-Kit.aspx for an online form.

Highly Recommended!

Booth Staff Pre-Registration – Due October 5, 2018

Return to Custom registration

Registrations can be handled onsite, but we highly recommend adding this to your mandatory to-do list and checking it off before leaving for the show!

See page 23 or www.industrysummit.com/Page/Service-Kit.aspx for an online form.

Mobile App - Due September 21, 2018

Login to Core-Apps

You will receive a login/password credentials to your companies own web portal where you can upload your logo and downloadable .pdf documents..

See page 18 for more information.