



2018

Exhibitor Checklist

Expo Dates:
January 10-12, 2018
Rosen Shingle Creek, Orlando, Fla.

Right away

- Sign and return the Exhibitor Terms and Agreement
- Subscribe to the Exhibitor Central Blog to receive important updates/deadlines
- Review Quick Reference Guide and Exhibitor Checklist, put deadlines on your calendar
- Review booth display guidelines and other rules and regulations
- Update company description for the online Floorplan, Printed Program and Mobile App
- Make hotel reservations

November 1

- Last day to register additional booth staff at a reduced rate

November 13

- Advance shipments will be accepted

November 17

- Last day to submit or update company description for the online Floorplan, Printed Program and Mobile App. Changes made after this date will only appear online

November 20

- Last day to cancel booth space

December 15

- Last day to submit Exhibitor Appointed Contractor Form with Teamwork
- Last day to make hotel reservations at the Rosen Shingle Creek at the group block rate (based on availability)
- Last day to submit Happy Hour Beverage Orders for Kick-off Reception to the Rosen Shingle Creek.

December 20

- Last day to order utilities, audio visual and rigging services, such as electrical and compressed air through PSAV at reduced rate. Order forms can be found in the Teamwork Service Kit.

December 22

- Last day to order and receive vendor discounts on furniture and labor from Teamwork
- Last day for advance shipments to be accepted at advance warehouse. Deliveries must be received by 3:30 PM Note: Materials arriving after Dec. 22 will be received at the warehouse with an additional after deadline charge of 30%.

December 27

- Last day to order internet through Millennium at reduce rate. Order form can be found in the Teamwork Service Kit.

December 29

- Last day to register staff for complimentary All-Access and Trade Show Only passes that come with your booth

January 5

- Last day to submit Lead Retrieval Order Form to eShow at reduced rate. Order form can be found in the Exhibitor Service Center.

January 9

- Direct shipments will be accepted at Rosen Shingle Creek. Deliveries will be received from 8:00 AM -4:30 PM. Deliveries will also be received on January 10 from 8:00 AM - 10:00 PM.
- Exhibitor set up is open from 2:00 PM - 6:00 PM as well as on January 10 from 8:00 AM - 11:00 AM