



# 2020 Exhibitor Checklist

Expo Dates:  
January 14-15, 2020  
Mirage Event Center, Las Vegas

## Right away

- Sign and return the Exhibitor Terms and Agreement.
- Submit Certificates of Insurance and proof of Workers' Compensation Insurance.
- 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 interactive floorplan and app.
- Make hotel reservations.

## Friday, November 1

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

## Friday, November 15

- Last day to cancel booth space.

## Friday, December 6

- Last day to submit or update company description for the online floorplan and app.

## Monday, December 9

- Advance shipments will be accepted through Friday, January 3, 2020.

## Monday, December 16

- Last day to submit food and beverage orders to provide at your booth.

## Friday, December 13

- Last day to submit Exhibitor Appointed Contractor form to Willwork.
- Last day to make hotel reservations at the group block rate (based on availability).
- Last day to upload Certificates of Insurance to the Exhibitor Service Center.

## Friday, December 20

- Last day to make hotel reservations at the group block rate (based on availability).

## Tuesday, December 24

- Last day to order exhibitor services such as electrical, internet, A/V and booth cleaning through the Mirage Exhibitor Services system at a discounted rate.

## Friday, December 27

- Last day to order labor, furniture and carpet at discounted rate through Willwork.

## Friday, January 3

- Last day to register staff for complimentary All-Access and Expo Passes that come with your booth.

## Monday, January 13

- Direct shipments will be accepted at the Mirage Event Center. Deliveries will be received from 8:00 AM - 4:30 PM ONLY.
- Exhibitor move-in is open from 2:00 PM - 6:00 PM as well as from 8:00 AM - 10:00 AM on Tuesday, January 14.

Visit the Exhibitor Resources webpage on our website for all order forms and additional information:  
[potato-expo.com/exhibit/exhibitor-resources](http://potato-expo.com/exhibit/exhibitor-resources)