



SHOW MANAGEMENT **IMPORTANT DATES AND DEADLINES**

The following comprehensive list includes important deadlines and reminders to help you prepare for Solar Power International. The list is organized in chronological order by pre-conference and onsite.

- ☐ **Immediately – Read the General Information and Exhibitor Booth Rules and Regulations documents** in the service kit.
- ☐ **Immediately – Log into the Exhibitor Dashboard and update your profile.** This information is public-facing via the Exhibitor Search tool and Floorplan on the SPI website. Your company name and description, as you enter it, will be used in the printed Onsite Guide and Mobile App. Please pay special attention to grammar, spelling, punctuation, etc. Click the Exhibitor Dashboard link under the Show Information tab in the service kit.

Friday, July 8 – Forms due:

- ☐ **Certificate of Liability Insurance (Required) – [Submit >>](#)**
For more information, view the Exhibitor Liability Insurance Requirements and Sample document under the Show Information tab in the service kit.
- ☐ **Onsite Contact Information Form (Required) – [Submit >>](#)**
- ☐ **After-hours Party Form - [Submit >>](#)**
Required if you plan to host an after-hours party. For more information, review the General Information document under the Show Information tab in the service kit.
- ☐ **Exhibitor Appointed Contractor (EAC) Form and Insurance** (submit via the service kit - required if you are not using GES as your appointed contractor)
- ☐ **Booth Rendering**
 - Required if 400+ sq. ft. (37.21sqm) – [Submit >>](#)
 - Required if over 1,000 sq. ft. (92.96sqm) or exceeding 300 sq. ft. (27.88sqm) of contiguous covered area – [Submit >>](#)
You must also submit your booth plans to the LVCVA Fire Prevention Office at boothplans@lvcva.com. Please review page 2 of the Exhibitor Rules and Regulations document for more information.
 - Required if you have a multi-level exhibit – [Submit >>](#)
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- ☐ **Hanging Sign and Tower Approval Form – [Submit >>](#)**
Required if you have a hanging sign, tower, or any other “high” work.

- ☐ **Encore Rigging Order Form (required if rigging in the Westgate)**
Forms are available in the service kit under Additional Show Services and Forms (Westgate)
- ☐ **Truss and Lighting Order Form** (submit via the service kit)
Please find more information under the Labor and Equipment tab – Electric Chain Hoist and Truss / Truss Lighting Packages in the Exhibitor Service Kit.
- ☐ **Vehicle Placement Form** (submit via the service kit)
Please find more information under the Shipping, Drayage, and Material Handling tab – Material Handling/Drayage Services in the Exhibitor Service Kit.

Important Dates:

Friday, July 8 – Onsite Guide deadline. All updates must be made to the company name and description in the Exhibitor Dashboard by this date in order to be included in the printed Onsite Guide.

Monday, August 8 – GES: Advance shipments may begin arriving at warehouse at 8:00 am pacific.

August – Mobile App live. Company information will be pulled from the Exhibitor Dashboard.

Thursday, August 11 – Media Planner Order Form deadline. Submit the order form to IAS, if you would like to buy space in the Onsite Guide, Exhibit Hall Map, or Show Daily onsite newspaper.

Friday, August 19 – GES Discount Deadline for orders received with payment by 5:00 pm pacific.

Friday, August 19 – Housing Deadline

Tuesday, August 23 – Advanced Pricing deadline for CoxBusiness orders (LVCC)

Tuesday, September 6 – GES Deadline – Last day for shipments to arrive at Warehouse without surcharges by 4:30 pm pacific.

Checklist:

- ☐ **[Register](#) booth staff.** Your pass allotments are automatically added to the exhibitor registration system based on your booth size.
- ☐ **Invite customers.** Customer pass allotments are automatically added to the exhibitor registration system based on your booth size. A customer pass is a complimentary exhibit-hall only pass. You can invite customers through the registration system.
- ☐ **Plan your advance outreach early!** More than 15,000 attendees are expected join you at SPI this year. Your best leads will come from those seeking out your firm and products. We have taken the work out of it for you! The [Exhibitor Marketing Toolkit](#) includes various sizes of pre-designed banners, pre-written social media posts, and a customer invitation letter.

- ☐ **Buy ad space** in the SPI Insider, Onsite Guide, and/or Exhibitor Brochure. For more information, read the Media Planner & Order Form in the service kit.
- ☐ **Plan a hospitality event** or an After-hours Party. Pre-approval is required. [Submit >>](#)
- ☐ **Review the [Sponsorship webpage](#)** before the best items are gone, and increase your visibility by adding a sponsorship to drive traffic to your booth onsite.
- ☐ **Read the SPI Insider and Exhibitor Solar Current** monthly newsletters to stay up-to-date on show announcements and exhibitor services.

Order booth items. Note: The GES discount deadline for orders received with payment is Friday, August 19 by 5:00 pm (pacific).

- ☐ Booth Design
- ☐ Labor
- ☐ Carpet or similar floor covering (mandatory in Las Vegas Convention Center - North Hall)
- ☐ Cleaning Services (i.e. Vacuuming)
- ☐ Porter Service (Trash Removal)
- ☐ Power/Electricity
- ☐ Furniture
- ☐ Signs and graphics, including hanging banners (if permitted) - Please read the Exhibitor Booth Rules and Regulations document in the service kit so you know what you are allowed to order for your type and size of booth.
- ☐ Audio / visual
- ☐ Internet / Telecommunications - Note: Westgate and LVCC have different vendors for this service. Please make sure to fill out the appropriate form in the service kit.
- ☐ Catering - Note: Westgate and LVCC have different vendors for this service. Please make sure to fill out the appropriate form in the service kit.
- ☐ Lead Retrieval
- ☐ Security
- ☐ Floral
- ☐ Photography

[Contact Information](#)

GES: (800) 801-7648

International: (702) 515-5970

Monday - Friday 6:00 am - 5:00 pm pacific

Show Management: exhibitorservices@sets.solar