

ISSE 2022 EXHIBITOR CHECKLIST

**** Use this checklist as a guide to make sure you have everything completed before you arrive on show site!****

Due for ALL Exhibitors:

- ☐ Paid Balance for Booth
- ☐ Submitted TAX ID Form
- ☐ Submitted Approved Certificate of Insurance
- ☐ Submitted booth layout for approval (**RAW booths and/or those over 8ft in height**)
- ☐ Registered for Exhibitor Badges

Due for MOST Exhibitors:

- ☐ Reserved Hotel Rooms
- ☐ Scheduled Advanced Shipments to GES
- ☐ Scheduled Direct Shipments to GES
- ☐ Ordered Internet Service
- ☐ Ordered Booth Carpet
- ☐ Ordered Additional Temporary Staffing as Needed
- ☐ Ordered Electrical/AV Services
- ☐ Ordered Lead Management Devices
- ☐ Ordered Flowers/Plants

Due for SOME Exhibitors:

- ☐ Submitted Sponsorship Needs
- ☐ Submitted EAC Notice of Intent Forms to GES (as needed)
- ☐ Ordered Additional Booth Security