



## **Exhibitor Checklist**

### **Pre-Site:**

- Register exhibitor personnel by **Tuesday, March 22, 2022.**
- Have you reviewed the Exhibitor Service Manual from GES?
- Have you ordered your lead retrieval terminal from Spargo & Associates?
- Have you ordered everything you need for your exhibit area from GES?
  - Freight
  - Labor
  - Furniture
  - Carpet
  - Etc...
- Have you ordered electricity from the appropriate supplier?
- Have you ordered your A/V equipment and internet?
- Review the enclosed “INTEX Expo Exhibitor Rules and Regulations.”
- Certificate of Insurance evidencing Commercial General Liability insurance naming AWCI and the Gaylord Texan Resort & Convention Center as additional insureds must be received by **Monday, March 14, 2022.**
- If you need a guest room, visit <https://www.awci.org/events/awci-convention/hotel-travel> for information regarding the official hotel for INTEX Expo 2022. Please know that there is a block of rooms at Hilton New Orleans Riverside.

### **On-Site:**

- Registration opens on Sunday, October 17 at 2pm.
  - Exhibitor Move-In:
    - Tuesday, April 5, 2022 8am – 9pm
    - Wednesday, April 6, 2022 6am – 1030am
  - Exhibitor Move-Out:
    - Thursday, April 7, 2022 1pm – 10pm
    - Friday, April 8, 2022 8am – 5pm

***Exhibit booths must be set by 1030am on Wednesday, April 6, 2022!***