



Exhibitor Checklist

Pre-Site:

- Register exhibitor personnel by **Monday, March 17, 2025.**
- 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
 - Floor Covering
- Have you ordered electricity from the appropriate supplier?
- Have you ordered your A/V equipment and internet?
- Review the enclosed "BUILD25 Exhibitor Rules and Regulations."
- Certificate of Insurance evidencing Commercial General Liability insurance naming AWCI and the Walt Disney World Swan and Dolphin Resort as additional insureds must be received by **Monday, February 10, 2025.**
- If you need a guest room, visit [Hotel & Travel \(site.com\)](http://Hotel & Travel (site.com)) for information regarding the official hotel for BUILD25: AWCI's Convention + Expo. Please know that there is a block of rooms at The Westin Charlotte.

On-Site:

- Registration opens on Saturday, March 29, 2025 at 2pm.
 - Exhibitor Move-In:
 - Tuesday, April 1, 2025 8am – 6pm
 - Wednesday, April 2, 2025 7:30am – 1030am

Exhibit booths must be set by 1030am on Wednesday, April 2, 2025!
 - Exhibitor Move-Out:
 - Thursday, April 3, 2025 1pm – 8pm
 - Friday, April 4, 2025 8am – 1pm