

Exhibitor Check List and Reminders

Check List		
Completed	Item	Resource
✓	Book GBTA Convention 2021 Booth	Floor Plan
	Update Company Profile in Exhibitor Dashboard	Exhibitor Dashboard
	Update Appointment Notification Contact Info	MYS Tutorial
	Register your Exhibit Booth Staff <i>*this includes registering your complimentary registrations, all must be formally registered</i>	Register Here
	Read through Exhibitor Service Kit & Quick Facts	Service Kit Quick Facts
	Order Booth Carpet <i>*required</i>	Service Kit
	Order extra items such as Furnishings, Electric, Food and Beverage, and more	Service Kit
	Review and Order Booth Enhancements (<i>such as attendee list, VIP tables, branding in the center, market your booth and more</i>)	See Booth Enhancements
	Order lead scanner device or app	Order Here
	Plan Your Convention Marketing Strategy <ul style="list-style-type: none"> - Promote Your Presence with internal resources - Access GBTA's Free Marketing Tools (<i>Now Available</i>) - Consider additional advertising (<i>see booth enhancement</i>) 	
	Book Travel & Housing	onPeak Housing Request
	COVID Considerations/Suggestions: Understand everyone has different comfort levels in the current environment and manage your booth accordingly	

Scheduled Deadlines		
Date	Item	Resource
June 2 nd	Registration Re-Launches	Exhibitor Registration Center (ERC)
June 3 rd	Exhibitor Success Webinar	Recording Coming Soon
July 7 th	Housing Room Block Due	Submit Room Block Here
July 14 th	Housing Management Pre-Recording with onPeak	Coming Soon
July 20 th	Mid-Year Virtual Summit	See Event Details Here
August	Virtual Expo Selection Begins <i>*An Appointment will be scheduled for your specific selection time</i>	Coming Soon
Sept 15 th	Housing Rooming Lists and Deposits Due	Email onPeak for Questions
Sept 25 th	Booth Design Due for 10x30 booths and larger	Design Submission
Sept 28 th	Final Date to Order On-site Branding	See Booth Enhancements
Oct 9 th	EAC (Third-Party Booth Builder) Form Due + Certificate of Insurance Due <i>*Required for all exhibit booths</i>	EAC & Insurance Submission Sample COI
Oct 12 th	Advanced Warehouse Shipment Receiving Begins	Shipping Label
Oct 15 th	A/V Discount Price Deadline	A/V Options
Oct 20 th	Lead Scanner Early Rate Ends	Order Here
Oct 25 th	GES Discounted Price Deadline	Service Kit
Oct 25 th	OCCC Service Discount Price Ends <i>(Electric, Rigging, Plumbing, etc.)</i>	Order here
Oct 27 th	Housing Room Block List Submission Due	Email onPeak for Questions
Nov 11 th	Advanced Warehouse Shipment Receiving Ends	Shipping Label
Nov 13 th	OCCC Service Deadline <i>(Electric, Rigging, TV, etc.)</i>	Order here
Nov 14 th	On-Site Shipment Receiving Begins	Shipping Label
Nov 14 th	Move-In: See Targeted Move-In Here	Target Floor Plan
Nov 17 -19 th	Expo Selection to begin virtually August 2021. Limited Availability for Onsite Appointments	