BUILD 24
AWCI's Convention + Expo

Exhibitor Checklist

Pre-Site:

- Register exhibitor personnel by **Tuesday, March 12, 2024.**
- 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
- Have you ordered electricity from the appropriate supplier?
- Have you ordered your A/V equipment and internet?
- Review the enclosed "BUILD24 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 5, 2024**.
- If you need a guest room, visit [Hotel & Travel (site.com)](site.com) for information regarding the official hotel for BUILD24: AWCI's Convention + Expo. Please know that there is a block of rooms at the Walt Disney World Swan and Dolphin Resort.

On-Site:

- Registration opens on Sunday, March 24, 2024 at 2pm.
  - Exhibitor Move-In:
    - Monday, March 25, 2024   8am – 6pm
    - Tuesday, March 26, 2024   7:30am – 1030am

    Exhibit booths must be set by 1030am on Tuesday, March 26, 2024!

  - Exhibitor Move-Out:
    - Wednesday, March 27, 2024   1pm – 8pm
    - Thursday, March 28, 2024   8am – 1pm