



## **Exhibitor Checklist**

### **Pre-Site:**

- Register exhibitor personnel by **Tuesday, October 12, 2021.**
- 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, the Ernest N. Morial Convention Center and the City of New Orleans as additional insureds must be received by **Monday, September 20, 2021.**
- 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 2021. 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:
    - Monday, October 18, 2021                      8am – 9pm
    - Tuesday, October 19, 2021                      6am – 1030am
  - Exhibitor Move-Out:
    - Wednesday, October 20, 2021                      1pm – 10pm
    - Thursday, October 21, 2021                      8am – 5pm

***Exhibit booths must be set by 1030am on Tuesday, October 19, 2021!***