

# EXHIBITOR CHECKLIST

Action Item	Deadline	Submit to	Complete?
<b>EXHIBIT OPPORTUNITIES</b>			
Review exhibit opportunities - Skills Challenge, Skills Enhancement Workshops, ExpoSuites	Email SHardy@AUAnet.org	AUA	
Review and Participate in Promotional Opportunities	Visit <a href="http://AUAIIndustry.org">AUAIIndustry.org</a>	AUA	
<b>FINANCE</b>			
Submit full payment for booth space and other exhibit opportunities	Net 30 days from receipt of invoice	AUA	
<b>HOUSING</b>			
Hotel Room Lists due	3/15/24	onPeak	
Last day to cancel hotel rooms without penalty	3/29/24	onPeak	
Last day for hotel room name change	4/18/24	onPeak	
<b>MARKETING</b>			
Obtain Press Information	<a href="#">Click Press Central for availability</a>	AUA	
Attendee Mailer - Last day for Early Pre-Registration attendee mailing list	2/21/24	AUA	
CompuLead Early Bird Price Deadline	3/4/24	CompuSystems	
CompuLead Advance Price Deadline	3/20/24	CompuSystems	
<b>OPERATIONS</b>			
Read the AUA Exhibitor Rules & Regualtions	<a href="#">Click Exhibitor Rules &amp; Regulations on the website</a>	AUA	
Read the San Antonio Union Rules	<a href="#">Click GES Service Kit on the website</a>	GES	
Multi-level booth design approval due	3/22/24	AUA/GES	
Submit ExpoSuite artwork for signage displayed outside of booth	4/9/24	AUA	
Booth Personnel - Order quality booth staff – Advanced Rate Deadline	4/9/24	CMT Agency	
Hanging Sign (201lbs and higher) - Advanced Rate Deadline	4/9/24	Encore	
Electricity & Plumbing - Advanced Rate Deadline	4/9/24	Edlen	
Audio Visual and Computer Rental - Advanced Rate Deadline	4/9/24	Freeman AV	
Cleaning in Booths - Advanced Rate Deadline	4/9/24	GES	
Installation & Dismantling Labor discount deadline	4/9/24	GES	
Furniture/Accessory/Carpet Rental - Advanced Rate Deadline	4/9/24	GES	
In-Booth Rigging & Forklift / Hanging Sign (under 200 lbs) - Advanced Rate Deadline	4/9/24	GES	
Photography - Order photographic and video services - Advanced Rate Deadline	4/9/24	OA Visuals	
Floral - Advanced Rate Deadline	4/9/24	NP&F	

# EXHIBITOR CHECKLIST

## OPERATIONS CONTINUED

Catering - Advanced Rate Deadline	4/9/24	RK	
Security - Reminder to order Security Services	4/9/24	SAPD	
Internet/Telecom - Advanced Rate Deadline	4/9/24	Smart City	
Targeted Move-In - Last day to request variance to assigned time	4/9/24	GES	
Material Handling - Advanced Rate Deadline	4/19/24	GES	
Shipping - Advanced shipments accepted	4/19/24	GES	
Shipping - Last day for advanced shipments to arrive at GES without surcharges (by 9 a.m.)	4/19/24	GES	
Shipping - Last day for advanced shipments to arrive at GES	4/26/24	GES	

## REGISTRATION

Early Exhibitor Registration open	1/16/24	AUA	
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## REQUEST FORMS

Booth Giveaway and Activity Form	4/9/24	AUA	
Request to use Lasers, X-Rays & Compressed Gases (use Booth Giveaway & Activity Form)	4/9/24	AUA	
Exhibitor Sponsored Event & Function Space Request	4/9/24	AUA	
Booth Design Review Form Due No booths allowed to set at HBGCC without AUA pre-approval of design (Islands, Retail, Peninsula, audiovisual, rigging)	4/9/24	AUA	
Exhibitor Certificate of General Liability Insurance	4/9/24	AUA	
Exhibitor Designated Contractor (EDC) notice forms due	4/9/24	AUA/GES	
Exhibitor Designated Contractor (EDC) Certificate of General Liability Insurance	4/9/24	AUA/GES	
Notice of intent to use biological waste (use Booth Giveaway & Activity Form)	4/9/24	AUA/GES	