

Partner Pavilion & Technology Showcase Deadlines - Checklist

This list is a general guide for exhibitors to use during planning. It is essential that exhibitors read the exhibitor service kit and the instructions and details on vendor forms.

Task	Official Contractor	Deadline
Update Exhibitor Portal with Company Overview and Points of Contact	Link available in Exhibitor Portal	January 30 th , 2017
Register Booth Personnel for badges.	Link available in Exhibitor Portal, under the Registration Tab.	As soon as possible as rates do increase, but all complimentary passes must be registered by February 25, 2017
Select Booth Package *This is only for Awardees and Showcase Participants	Link available in Exhibitor Portal, under the Booth Tab	February 15, 2017
Advanced Warehouse Shipments: First day materials accepted	Heritage	January 30, 2017
Make hotel reservations via show website ASAP	Link available on Summit website: http://www.arpae-summit.com/Venue-&-Travel	February 3, 2017
Discount price deadline date for all Heritage services	Heritage	February 9, 2017
Order additional booth furnishings	Heritage	February 26, 2017
Order Electrical Service	Gaylord	February 10, 2017
Order Internet	Gaylord	February 10, 2017
Order Booth Cleaning Service	Heritage	February 26, 2017
Advanced Warehouse Shipments: Last day materials accepted	Heritage	February 17, 2017
Double check pre-show invoices and orders with all vendors to ensure accuracy	All	February 25, 2016
Show Site Shipments: First day items will be received	February 26, 2017	
Show Site Shipments: Last day items will be received	February 27, 2017	
Order AV and computer equipment	Devent	February 10, 2017