

Exhibitor Checklist



DUE AT TIME OF PLACEMENT

At time of placement	50% of Payment Due
At time of placement	Certificate of Insurance
At time of placement	Take advantage of Marketing and Sponsorship

DUE SEPT 1 - FEB 2025

Sept 1 - Feb 1	Request Media Coverage
Sept 1 - Feb 8	Fill out Social Media Form
Sept 1 - Feb 12	Order Services

DUE OCT 31, 2024

Aug 1 - Oct 31	Enter your product in Top-10 New Products Competition
Aug 1 - Oct 31	Apply to host a seminar
Oct 31	Final Payment & COI Due

DUE NOV 1 - DEC 15, 2024

Nov 1 - Dec 15	Order badges
Nov 1 - Dec 15	Order extra badges & tickets

NOTES:

DUE JAN - FEB 2025

Jan 1, 2025	Arrange shipping and freight
Jan 15, 2025	Submit required permits
Jan 29 - Feb 13, 2025	Outside Exhibitor Move-In
Feb 5 - Feb 13, 2025	Inside Exhibitor Move-In
Feb 13, 2025	Move In complete by 7:00 a.m.

FEBRUARY 11-13, 2025

TUES	7:00 a.m.	Move-in Complete
	9:00 a.m.	Show Opens
	5:00 p.m.	Exhibitor Reception
Feb 11, 2025	Booths must be staffed during show hours at all times	

WED	9:00 a.m.	Show Opens
	All Day	Renew your space at Exhibitor Services
	5:00 p.m.	Exhibitor Reception
Feb 12, 2024		

THURS	9:00 a.m.	Show Opens
	All Day	Renew your space at Exhibitor Services
	4:00 p.m.	Show Closes
Feb 13, 2024		

TO DO LIST

- Make travel plans and book lodging
- Follow us on Social Media and use official Hashtag #WAE25
- Download the official show app