

## TRADE SHOW CHECKLIST

	<b>Pay remaining balance if outstanding</b> DEADLINE: no later than Thursday, August 17 <sup>th</sup> , 2023
	<b>Complete <a href="#">Trade show Equipment &amp; Name Badge Form</a></b> DEADLINE: no later than Thursday, August 17 <sup>th</sup> , 2023
	<b><a href="#">Submit Certificate of Insurance deadline</a></b> DEADLINE: no later than Friday, August 25 <sup>th</sup> , 2023
	<b><a href="#">Book Hotel Accommodations</a></b> DEADLINE: no later than Monday, September 11, 2023
	<b><a href="#">Shipping Label - booth materials to The Westin Hotel</a></b> All packages, parcels, crates, and equipment cannot be received by the Hotel more than <b>48</b> hours prior to the start the conference.