



# 2019

## Exhibitor Checklist

Expo Dates:  
January 9-10, 2019  
Austin Convention Center - Austin, Texas

### Right away

- Sign and return the Exhibitor Terms and Agreement
- Submit Certificates of Insurance
- Subscribe to the Exhibitor Central Blog to receive important updates/deadlines
- Review Quick Reference Guide and Exhibitor Checklist, put deadlines on your calendar
- Review booth display guidelines and other rules and regulations
- Update company description for the online Floorplan, Printed Program and App
- Make hotel reservations

### Friday, November 2

- Last day to register additional booth staff at a reduced rate

### Tuesday, November 12

- Advance shipments will be accepted through Friday, December 21

### Friday, November 16

- Last day to submit or update company description for the online Floorplan, Printed Program and App  
Changes made after this date will only appear online

### Tuesday, November 20

- Last day to cancel booth space

### Monday, December 10

- Last day to receive discounts for rigging through Freeman
- Last day to make hotel reservations at the group block rate (based on availability)

### Thursday, December 13

- Last day to order and receive vendor discounts on furniture, carpet and labor through Teamwork

### Friday, December 14

- Last day to submit Exhibitor Appointed Contractor Form with Teamwork
- Last day to submit Certificate of Insurance to Potato Expo show management

### Friday, December 21

- Last day to order Lead Retrieval through eShow at discounted rate

### Monday, December 24

- Last day to submit food and beverage order for Kick-off Reception to convention center caterer, Levy Restaurants
- Last day to order electrical, internet, compressed air and utilities through ACCD at a discounted rate
- Last day to order audio visual needs through 4Productions at a discounted rate

- Last day to submit food and beverage giveaway approval requests to convention center caterer, Levy Restaurants

**Friday, December 28**

- Last day to register staff for complimentary All-Access and Trade Show Only passes that come with your booth

**Tuesday, January 8**

- Direct shipments will be accepted at Austin Convention Center. Deliveries will be received from 8:00 AM - 4:30 PM only
- Exhibitor move-in is open from 2:00 PM - 6:00 PM as well as from 8:00 AM - 10:00 AM on Wednesday, January 9.

Visit the Exhibitor Resources webpage on our website for all order forms and additional information: [potato-expo.com/exhibit/exhibitor-resources](http://potato-expo.com/exhibit/exhibitor-resources)