



December 3-7, 2018
 Long Beach Convention and Entertainment Center
 Long Beach, California

2018 Exhibitor Checklist

<input checked="" type="checkbox"/> To Do	Date/Deadline
February 2018	
<input type="checkbox"/> Priority point deadline – Submit contract and 50% deposit for booth space See page 4 of exhibitor prospectus for more information on the booth assignment process	Feb. 28, 2018
April 2018	
<input type="checkbox"/> Meeting Room Request form available to request meeting space at the show Contact Sara Wiltshire (sarawiltshire@irrigation.org)	April 16, 2018
May 2018	
<input type="checkbox"/> Sponsorship reservations open – Contact Tiffany Wilson (tiffanywilson@irrigation.org)	May 17, 2018
<input type="checkbox"/> Show guide advertisement reservations open – Contact Tiffany Wilson (tiffanywilson@irrigation.org)	May 17, 2018
<input type="checkbox"/> Housing website opens for exhibitors	May 21, 2018
June 2018	
<input type="checkbox"/> Exhibitor registration opens Login info will be emailed to pre-show contact from Expo Logic (registration company)	June 15, 2018
<input type="checkbox"/> Cancellation deadline for 75% refund on booth space (see Exhibitor Terms and Conditions)	June 30, 2018
<input type="checkbox"/> Full payment for booth space due	June 30, 2018
July 2018	
<input type="checkbox"/> Exhibitor services kit available	July 1, 2018
August 2018	
<input type="checkbox"/> Last day to submit show guide advertising contract	Aug. 1, 2018
<input type="checkbox"/> Last day to sign up for show sponsorships	Aug. 31, 2018
<input type="checkbox"/> Cancellation deadline for 50% refund on booth space (see Exhibitor Terms and Conditions)	Aug. 31, 2018
Sept. 2018	
<input type="checkbox"/> Last day to submit entry for consideration in the 2018 New Product Contest	Sep. 1, 2018
<input type="checkbox"/> Last day to submit Meeting Room Request form for meeting space at the show	Sep. 1, 2018
<input type="checkbox"/> Last day to submit artwork for ads in the <i>2018 Irrigation Show Guide</i>	Sep. 1, 2018
<input type="checkbox"/> Last day to submit graphics for sponsorships (e.g., banners, backlit panels, carpet decals, etc.)	Sep. 30, 2018
Oct. 2018	
<input type="checkbox"/> Advance shipment to GES warehouse accepted (review exhibitor services kit for details)	Oct. 30, 2018
<input type="checkbox"/> Last day to submit exhibitor appointed contractor form and insurance proof to GES (if applicable)	Oct. 31, 2018
Nov. 2018	
<input type="checkbox"/> Order pre-show attendee list for FREE (contact Tiffany Wilson, tiffanywilson@irrigation.org)	Nov. 1, 2018
<input type="checkbox"/> Last day to make hotel reservations through Connections Housing	Nov. 8, 2018
<input type="checkbox"/> Last day to receive advance rate pricing for lead retrieval (attendee badge scanners) from Expo Logic	Nov. 12, 2018
<input type="checkbox"/> Last day to receive discount pricing from GES on furniture, carpet, electricity, etc.	Nov. 12, 2018
<input type="checkbox"/> Last day for receipt of advance freight shipment to GES warehouse (review exhibitor services kit for details)	Nov. 28, 2018
<input type="checkbox"/> Last day to register booth personnel in advance (badges available on-site)	Nov. 30, 2017
Dec. 2018	
<input type="checkbox"/> Direct shipments to show site accepted (review exhibitor services kit for details)	Dec. 3, 2018
<input type="checkbox"/> Exhibit hall opens	Dec. 5, 2018

Please Note: Deadlines are subject to change. Updates to this document will be communicated to exhibitors via email and posted on the Irrigation Show website (www.irrigationshow.org) under the "Exhibitor Information" tab.