



2019 Exhibitor Checklist

To Do **Date/Deadline**

February 2019

- Priority point deadline — Submit [contract](#) and 50% deposit for booth space. Feb. 28, 2019
(See page 5 of [exhibitor prospectus](#) for more information on the booth assignment process.)

March 2019

- Sponsorship reservations open (contact Tiffany Wilson at tiffanywilson@irrigation.org) March 15, 2019
- Show guide advertisement reservations open (contact Tiffany Wilson at tiffanywilson@irrigation.org) March 15, 2019
- Meeting Request Form available to request meeting space at the show March 15, 2019
(contact Sara Wiltshire at sarawiltshire@irrigation.org)

April 2019

- Call for presenters deadline April 1, 2019

June 2019

- Housing website opens for exhibitors. June 1, 2019
- Exhibitor registration opens (login info will be emailed to booth contact from Expo Logic) June 30, 2019
- Cancellation deadline for 75% refund on booth space (see [Exhibitor Terms & Conditions](#)). June 30, 2019
- Full payment for booth space due June 30, 2019

July 2019

- Exhibitor services kit available July 1, 2019

August 2019

- Last day to submit [show guide advertising contract](#) Aug. 1, 2019
- Last day to sign up for [show sponsorships](#) Aug. 31, 2019
- Cancellation deadline for 50% refund on booth space (see [Exhibitor Terms & Conditions](#)). Aug. 31, 2019
After Aug. 31, 2019, no refunds will be given.

September 2019

- Last day to submit entry for consideration in the [2019 New Product Contest](#) Sept. 1, 2019
- Last day to submit [Meeting Request Form](#) for meeting space at the show Sept. 1, 2019
- Last day to submit artwork for ads in the [2019 Irrigation Show Guide](#). Sept. 1, 2019
- Last day to submit graphics for sponsorships (e.g., banners, backlit panels, carpet decals, etc.) Sept. 30, 2019

October 2019

- Advance shipment to GES warehouse accepted (review exhibitor services kit for details). Oct. 29, 2019
- Last day to submit exhibitor appointed contractor form and insurance proof to GES (if applicable). Oct. 31, 2019

November 2019

- Request pre-show attendee list for FREE (contact Tiffany Wilson at tiffanywilson@irrigation.org) Nov. 1, 2019
- Last day to make [hotel reservations](#) through Connections Housing Nov. 8, 2019
- Last day to receive discount pricing from GES on furniture, carpet, electricity, etc. Nov. 11, 2019
- Last day to receive advance rate pricing for lead retrieval (attendee badge scanners) from Expo Logic Nov. 11, 2019
- Last day for receipt of advance freight shipment to GES warehouse (review exhibitor services kit for details). Nov. 27, 2019
- Last day to register booth personnel in advance (badges available on-site) Nov. 30, 2019

December 2019

- Direct shipments to show site accepted (review exhibitor services kit for details) Dec. 2, 2019
- Exhibit hall opens Dec. 4, 2019

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.