

2021 Exhibitor Checklist

<input checked="" type="checkbox"/> To Do	Date/Deadline
Ongoing	
<input type="checkbox"/> Sponsorship reservations open (contact Stephanie Clark at stephanieclark@irrigation.org)	
June 2021	
<input type="checkbox"/> Cancellation deadline for 75% refund on booth space (see Exhibitor Terms & Conditions)	June 30, 2021
<input type="checkbox"/> Full payment for booth space due	June 30, 2021
July 2021	
<input type="checkbox"/> Exhibitor registration opens (login info will be emailed to booth contact from Expo Logic)	July 1, 2021
<input type="checkbox"/> Exhibitor services kit available	July 6, 2021
August 2021	
<input type="checkbox"/> Last day to submit entry for consideration in the 2021 New Product Contest	Aug. 20, 2021
<input type="checkbox"/> Cancellation deadline for 50% refund on booth space (see Exhibitor Terms & Conditions) After Aug. 31, 2021, no refunds will be given.	Aug. 31, 2021
September 2021	
<input type="checkbox"/> Last day to submit Meeting Request Form for meeting space at the show	Sept. 1, 2021
October 2021	
<input type="checkbox"/> Last day to submit exhibitor appointed contractor form to GES (if applicable)	Oct. 6, 2021
<input type="checkbox"/> Last day to submit graphics for sponsorships (e.g., banners, backlit panels, carpet decals, etc.)	Oct. 15, 2021
<input type="checkbox"/> Last day to receive early bird pricing for lead retrieval (attendee badge scanners) from Expo Logic.	Oct. 21, 2021
November 2021	
<input type="checkbox"/> Advance shipment to GES warehouse accepted (review exhibitor services kit for details)	Nov. 2, 2021
<input type="checkbox"/> Last day to submit proof of insurance to IA (submit to Janie Hakim at janiehakim@irrigation.org ; see Exhibitor Terms & Conditions)	Nov. 5, 2021
<input type="checkbox"/> Last day to submit proof of insurance to GES for exhibitor appointed contractor users (if applicable)	Nov. 5, 2021
<input type="checkbox"/> Last day to receive discount pricing from GES on furniture, carpet, electricity, etc.	Nov. 15, 2021
<input type="checkbox"/> Last day to make hotel reservations through Connections Housing	Nov. 16, 2021
<input type="checkbox"/> Last day to order internet for incentive rate	Nov. 19, 2021
<input type="checkbox"/> Last day to order telephone and cable TV service for incentive rate	Nov. 19, 2021
<input type="checkbox"/> Pre-show attendee list sent to exhibitors and sponsors.	Nov. 22, 2021
<input type="checkbox"/> Last day to order catering through SDCC	Nov. 24, 2021
<input type="checkbox"/> Last day to order booth cleaning at discount pricing from SDCC	Nov. 28, 2021
December 2021	
<input type="checkbox"/> Last day for receipt of advance freight shipment to GES warehouse (review exhibitor services kit for details).	Dec. 1, 2021
<input type="checkbox"/> Last day to register booth personnel in advance (badges available on-site)	Dec. 3, 2021
<input type="checkbox"/> Last day to receive advance rate pricing for lead retrieval (attendee badge scanners) from Expo Logic	Dec. 5, 2021
<input type="checkbox"/> Direct shipments to show site accepted (review exhibitor services kit for details)	Dec. 7, 2021
<input type="checkbox"/> Exhibit hall opens	Dec. 8, 2021
January 2022	
<input type="checkbox"/> Post-show attendee list sent to all exhibitors and sponsors.	Jan. 3, 2022

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.