

2022 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 2022	
<input type="checkbox"/> New product contest application opened	June 1, 2022
<input type="checkbox"/> Housing opened (handled by Connections Housing)	June 3, 2022
<input type="checkbox"/> Cancellation deadline for 75% refund on booth space (see Exhibitor Terms & Conditions)	June 30, 2022
<input type="checkbox"/> Full payment for booth space due	June 30, 2022
July 2022	
<input type="checkbox"/> Exhibitor services kit available	July 6, 2022
<input type="checkbox"/> Exhibitor registration opens (login info will be emailed to booth contact from Expo Logic)	July 18, 2022
<input type="checkbox"/> Last day to submit entry for consideration in the 2022 New Product Contest	July 25, 2022
August 2022	
<input type="checkbox"/> Last day to receive early bird pricing for lead retrieval (attendee badge scanners) from Expo Logic	Aug. 30, 2022
<input type="checkbox"/> Cancellation deadline for 50% refund on booth space (see Exhibitor Terms & Conditions)	Aug. 31, 2022
<i>After Aug. 31, 2022, no refunds will be given.</i>	
September 2022	
<input type="checkbox"/> Last day to submit Meeting Request Form for meeting space at the show	Sept. 1, 2022
October 2022	
<input type="checkbox"/> Last day to submit graphics for sponsorships (e.g., banners, backlit panels, carpet decals, etc.)	Oct. 3, 2022
November 2022	
<input type="checkbox"/> Last day to submit proof of insurance to IA (submit to info@irrigation.org ; see Exhibitor Terms & Conditions)	Nov. 4, 2022
<input type="checkbox"/> Advance shipment to Shepard warehouse accepted (review exhibitor services kit for details)	Nov. 7, 2022
<input type="checkbox"/> Last day to order internet for incentive rate	Nov. 7, 2022
<input type="checkbox"/> Last day to order telephone and cable TV service for incentive rate	Nov. 7, 2022
<input type="checkbox"/> Last day to make hotel reservations through Connections Housing	Nov. 10, 2022
<input type="checkbox"/> Pre-show attendee list sent to exhibitors and sponsors	Nov. 22, 2022
<input type="checkbox"/> Last day to order catering through LVCC	Nov. 22, 2022
December 2022	
<input type="checkbox"/> Last day for receipt of advance freight shipment to Shepard warehouse (review exhibitor services kit for details)	Dec. 1, 2022
<input type="checkbox"/> Last day to register booth personnel in advance (badges available on-site)	Dec. 2, 2022
<input type="checkbox"/> Direct shipments to show site accepted (review exhibitor services kit for details)	Dec. 7, 2022
<input type="checkbox"/> Exhibit hall opens	Dec. 7, 2022
January 2023	
<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.