

2023 EXHIBITOR CHECKLIST

To Do

Date/Deadline

Ongoing

- [Sponsorship](#) reservations open (contact Stephanie Clark at stephanieclark@irrigation.org)

June 2023

- Cancellation deadline for 75% refund on booth space (see [Exhibitor Terms & Conditions](#)) June 29, 2023
- Full booth payment due June 30, 2023

July 2023

- Exhibitor services kit available on [exhibitor dashboard](#) July 6, 2023
- [Exhibitor](#) registration opens. July 12, 2023
- [Housing](#) opens ([Connections Housing](#)) July 12, 2023
- New product contest [application](#) opens July 17, 2023

August 2023

- Last day** to submit entry for consideration in the [2023 New Product Contest](#) Aug. 23, 2023
- Cancellation deadline for 50% refund on booth space (see [Exhibitor Terms & Conditions](#)) Aug. 31, 2023
After Aug. 31, 2023, no refunds will be given.

September 2023

- Last day** to receive early bird pricing for lead retrieval ([MCI](#)) Sept. 29, 2023

October 2023

- Last day** to submit [Meeting Request Form](#) for meeting space in the convention center or a partner hotel Oct. 1, 2023
- Last day** to participate in the [attendee welcome packet at the headquarters hotel](#) Oct. 1, 2023
- Last day** to receive advanced pricing for lead retrieval ([MCI](#)) Oct. 27, 2023
- First day advanced shipping to Shepard warehouse accepted** (review *exhibitor services kit* for details) Oct. 30, 2023
- [Proof of insurance](#) submission deadline (submit through [exhibitor dashboard](#); also see [Exhibitor Terms & Conditions](#)) Oct. 30, 2023

November 2023

- Last day** to reserve a meeting room on the exhibitor floor (see [sponsorship and marketing brochure](#)) Nov. 1, 2023
- Last day** to make [hotel reservations](#) through Connections Housing. Nov. 2, 2023
- Last day to order electrical** at the Henry B. Gonzalez Convention Center ([Edlen](#)) Nov. 8, 2023
- Pre-show attendee list sent to exhibitors and sponsors. Nov. 8, 2023
- Last day** to order catering at the Henry B. Gonzalez Convention Center ([RK Culinary Group](#)) Nov. 14, 2023
- Last day** to order internet at the incentive rate ([SmartCity](#)) Nov. 16, 2023
- Last day** for receipt of advance freight shipment to Shepard warehouse (see *exhibitor services kit* for details) Nov. 22, 2023
- NEW! Last day to register with promo codes** (no codes accepted onsite) Nov. 25, 2023
- First day direct shipping to Henry B. Gonzalez Convention Center accepted** (see *exhibitor services kit* for details) Nov. 27, 2023

January 2024

- Post-show attendee list sent to all exhibitors and sponsors. Jan. 4, 2024

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