



Conference Dates: August 23-26, 2024 | Expo Dates: August 24-26, 2024

Exhibitor Checklist

	Right Away	Deadline
<input type="checkbox"/>	Review Booth Display Guidelines and What's Included With your Booth	Right Away
<input type="checkbox"/>	Update your Listing in the Online Directory and Mobile App	Right Away
<input type="checkbox"/>	Register your Complimentary Exhibitor Badges Instructions were emailed to the primary contact from NGAUS 2024 noreply@swoogo.com . Please contact questions@american-tradeshow.com with any questions.	Right Away

	June	Deadline
<input type="checkbox"/>	Large Equipment/Machinery Declaration due to David Rudel and Dawn-Marie Copin <i>To facilitate an efficient planning process and ensure a seamless experience for everyone involved, be sure to provide detailed information regarding the dimensions, weight and any requirements of any large equipment you intend to bring to your booth.</i>	June 21

	July	Deadline
<input type="checkbox"/>	Last day to receive discounted rates for Lead Retrieval	July 7
<input type="checkbox"/>	Exhibitor Listing for the printed Program & Exhibition Guide Due <i>Your listing includes company name and booth number, and you may add a website, as well as product categories for the Exhibitor List by Product Category.</i>	July 15
<input type="checkbox"/>	Last day to receive discounted rates for Electric	July 23
<input type="checkbox"/>	Last day to receive discounted rates for custom Shepard rentals	July 25
<input type="checkbox"/>	Booth material shipments accepted at the Advance Warehouse without a surcharge (July 25 - August 14)	July 25
<input type="checkbox"/>	Exhibitor Appointed Contractor (EAC) notification deadline to Shepard	July 25

	August	Deadline
<input type="checkbox"/>	Last day to receive discounted rates on Shepard booth services and furnishings	August 3
<input type="checkbox"/>	Last day to receive discounted rates for Audio-Visual	August 9
<input type="checkbox"/>	Last day to receive discounted rates for Internet	August 10
<input type="checkbox"/>	Last day to receive discounted rates for Plumbing & Compressed Air	August 10
<input type="checkbox"/>	Last day to receive discounted rates for Cleaning	August 10
<input type="checkbox"/>	Catering Order Forms due	August 16
<input type="checkbox"/>	Last day for Booth Material shipments to arrive at the Advance Warehouse	August 19
<input type="checkbox"/>	Booth Material shipments accepted Direct to Show Site	August 21