



Conference Dates: August 22-25, 2025

Expo Dates: August 23-25, 2025

Baird Center
400 W Wisconsin Ave. | Milwaukee, WI



EXHIBITOR CHECKLIST

<input type="checkbox"/>	RIGHT AWAY	DEADLINE
<input type="checkbox"/>	Review What's Included With Your Booth , Booth Display Guidelines , Baird Center Exhibitor Guide & Ordering Information , and Terms & Conditions	Right Away
<input type="checkbox"/>	Update your Listing in the Online Directory and Mobile App	Right Away
<input type="checkbox"/>	Register for your Complimentary Exhibitor Badges (booth must be paid in full)	Right Away
<input type="checkbox"/>	JUNE	DEADLINE
<input type="checkbox"/>	Ad Reservation deadline for the printed NGAUS Program & Exhibition Guide	June 2
<input type="checkbox"/>	Ad materials due for the printed NGAUS Program & Exhibition Guide	June 16
<input type="checkbox"/>	Large Equipment/Machinery Declaration form due	June 20
<input type="checkbox"/>	JULY	DEADLINE
	Exhibitor Appointed Contractor (EAC) notification and EAC COI due	July 18
<input type="checkbox"/>	Exhibitor Listing for the printed Program & Exhibition Guide & Mobile App due Click here to view what's included with each exhibitor listing.	July 18
<input type="checkbox"/>	Last day to receive discounted rates for Audio-Visual	July 18
<input type="checkbox"/>	Last day to receive discounted rates for Electric	July 18
<input type="checkbox"/>	Last day to receive discounted rates for Internet	July 18
<input type="checkbox"/>	Last day to receive discounted rates for Lead Retrieval	July 18
<input type="checkbox"/>	Last day to receive discounted rates for Plumbing, Compressed Air, & Gas	July 18
<input type="checkbox"/>	Submit your Certificate of Insurance to hr.finance@ngaus.org	July 18
<input type="checkbox"/>	Last day to receive discounted rates for custom Shepard rentals	July 24
<input type="checkbox"/>	Booth material shipments accepted at the Advance Warehouse without a surcharge (July 24 - August 13)	July 25
<input type="checkbox"/>	MARCH	DEADLINE
	Last day to receive discounted rates on Shepard booth services and furnishings	August 1
<input type="checkbox"/>	Last day to receive discounted rates for Cleaning	August 1
<input type="checkbox"/>	Catering Order Forms due	August 4
<input type="checkbox"/>	Last day for Booth Material shipments to arrive at the Advance Warehouse	August 18
<input type="checkbox"/>	Booth Material shipments accepted Direct to Show Site	August 20
<input type="checkbox"/>		