



Exhibitor Checklist

	RIGHT AWAY	DEADLINE
<input type="checkbox"/>	Review the SIGGRAPH Exhibit Construction Guidelines and Exhibitor Terms & Conditions	Right Away
<input type="checkbox"/>	Update your Listing in the Online Directory through the Exhibitor Dashboard	Right Away
<input type="checkbox"/>	Promote your participation in SIGGRAPH 2024	Right Away
	APRIL	DEADLINE
<input type="checkbox"/>	Register your Complimentary Booth Staff	Right Away
<input type="checkbox"/>	Hotel Reservations Open	3 April
	JUNE	DEADLINE
<input type="checkbox"/>	Submit your Request to Serve Alcohol / Happy Hour Participation form	10 June
<input type="checkbox"/>	Submit your Co-Exhibitor Application	14 June
<input type="checkbox"/>	Advanced shipments accepted at the warehouse 26 June – 17 July	26 June
<input type="checkbox"/>	Email your Certificate of Insurance (COI) to sales@rainprotection.net	28 June
<input type="checkbox"/>	Notice of Intent to Hire EAC form due if using an unofficial vendor	28 June
<input type="checkbox"/>	Last day to receive discounted rates for Freeman orders	28 June
	JULY	DEADLINE
<input type="checkbox"/>	After this date, hotel reservation requests are based on availability and rates may vary	8 July
<input type="checkbox"/>	Last day to receive discounted rates for Food and Beverage orders	8 July
<input type="checkbox"/>	Last day to receive discounted rates for Electric, Plumbing, Internet, Telephone orders	12 July
<input type="checkbox"/>	Begin making any hotel changes or cancellations directly with the hotel	16 July
<input type="checkbox"/>	Last day shipments may arrive at the advance warehouse	17 July
<input type="checkbox"/>	Last day to cancel a hotel reservation with no financial penalty	22 July
<input type="checkbox"/>	Shipments accepted direct to show site 26 July – 1 August	26 July
<input type="checkbox"/>	Exhibitor Move In Begins	26 July
<input type="checkbox"/>	Job Fair Move In Begins	29 July