Exhibitor Onsite Logistics

Required for all exhibitors | To be completed by the exhibitor's authorized representative

Company Name: _____

Booth/Tabletop Number: _____

Primary Exhibitor Contact: _____

Email Address: _____

Onsite Cell Phone: _____

Section 1: Third-Party Vendor Information

Please identify any third-party vendors or contractors your company has engaged to assist with booth setup, installation, dismantling, or shipping.

1. Are you using any third-party vendors or contractors?
    a. Yes
    b. No
2. Third-party vendor/company name: _____
3. Primary vendor contact: _____
4. Vendor contact phone number: _____
5. Vendor contact email: _____
6. Type of services being provided:
    a. Booth setup/installation
    b. Booth dismantling/teardown
    c. Shipping/freight
7. Have all third-party vendors been provided with the conference Exhibitor Rules & Regulations and applicable deadlines?
    a. Yes
    b. No

Section 2: Booth Setup Verification

1. Date of booth setup: _____
2. Set up vendor/company name: _____
3. Name of individual responsible for setup: _____
4. Set up contact phone number: _____

Section 3: Exhibitor Acknowledgment

Please review and acknowledge the following:

- I confirm that my booth will be installed and completed within the designated setup timeframe. Should I need to install outside of the timeframe, I must get approval from NAACOS.
- I have properly arranged for the shipment of all incoming materials.
- I have provided accurate third-party vendor and contractor contact information, where applicable.
- I understand that my company is responsible for the handling fees (incoming and outgoing) for all materials. Handling fees are handled by the event hotel.

Authorized Representative Name: _____

Title: _____

Signature: _____

Date: _____