

Exhibitor Action Checklist

Dates: April 18-20, 2024 | Boston Convention & Exhibition Center – Hall AB | Registration: North Lobby

| <input checked="" type="checkbox"/> | To-Do List | Deadline | For Details, see: |
|-------------------------------------|--|---|---|
| <input type="checkbox"/> | Balance of Booth Payment Due <i>Deadline to cancel at 50% Exhibit Fee</i> | 12/8/2023 | Exhibitor Account |
| <input type="checkbox"/> | Booth/Product Description Submission <i>For online/meeting app booth listings</i> | Upon Booth Confirmation | Exhibitor Dashboard |
| <input type="checkbox"/> | ACP Request Forms (if any apply to you): Booth Activities Request Form Exhibitor-Designated Contractor Authorization Island Booth Schematics Market Research Request Unofficial Events Request | 3/6/2024 | Exhibitor Service Manual (see “Forms & Brochures”) |
| <input type="checkbox"/> | Exhibitor Housing | 03/21/2024 | Hotel & Travel |
| <input type="checkbox"/> | Rent Attendee Pre-Registrant List <i>For sending a promotional mailer only</i> | 03/21/2024 | Currently Exhibiting |
| <input type="checkbox"/> | Exhibitor Badge Registration | 03/30/2024 | Exhibitor Dashboard |
| <input type="checkbox"/> | Exhibitor Services (if any apply to you): Audiovisual Carpet, furnishings, rental exhibits Cleaning Electrical Floral Install/Dismantle Lead Retrieval Photography Security Shipping Details & Labels | Check Service Manual <i>Save money by ordering early! Most services have discount deadlines.</i> | Exhibitor Service Manual |

Carpet/Flooring is Required

Exhibitors are required to have carpet/flooring in their booth space. The official General Service Contractor will, at the exhibitor’s expense, install carpet in any booth in which carpet installation has not begun by 4:00 p.m. on Wednesday, April 17, 2024.

MAGNIFY Your Exposure

Drive attendance to your booth and gain qualified leads through advertising and sponsorship at IMM24! Visit the [Advertising & Sponsorship](#) page for more information.