

EXHIBITOR CHECK LIST

St. Jude Rock 'n' Roll Nashville Health & Fitness Expo

CHECKLIST	RETURN BY	PENALTY	RETURN TO
Booth Payment in Full	A.S.A.P.	Required to exhibit	IRONMAN
Hotel Reservations	A.S.A.P.	No sleep!	Your Hotel or http://www.runrocknroll.com/nashville/the-weekend/hotels/
Certificate of Insurance <i>Exhibitor agrees to maintain Comprehensive Liability Insurance with coverage of at least one million dollars (\$1,000,000.00) and to name Competitor Group, Inc. as an additional insured to the policy.</i>	A.S.A.P.	Required to exhibit	IRONMAN (morgan.crescent@ironman.com)
Sampling Authorization Form	31-Mar	Unable to sample food/beverage	Music City Center Catering
Optional Furniture & Accessories	12-Apr	Loss of pre-show discount	Xpert
Xpert Labor Orders	12-Apr	Loss of pre-show discount	Xpert
Booth Cleaning & Porter Service <i>Porter Service is required to sample food or beverages, and for companies generating large amounts of trash.</i>	12-Apr	Loss of pre-show discount	Xpert
Electric Service	13-Apr	Loss of pre-show discount	Music City Center
Internet Service	13-Apr	Loss of pre-show discount	Music City Center
Expo Freight Arrival Schedule: <i>Freight Shipped to Warehouse</i> <i>Freight Shipped to Show</i> <i>Returning Freight</i>	21-Apr 26-Apr 28-Apr	Late to Warehouse Fee Returned to shipper Lost décor/merchandise	Xpert or your own shipper
Exhibitor Agreement (Contract)	N/A	Required to exhibit	Signed at Expo <i>Advance copy available on request</i>