

EXHIBITOR CHECK LIST

Rock 'n' Roll Virginia Beach Health & Fitness Expo

CHECKLIST	RETURN BY	PENALTY	RETURN TO
Booth Payment in Full	A.S.A.P.	Required to exhibit	Competitor Group, Inc.
Hotel Reservations	A.S.A.P.	No sleep!	Your Hotel or http://www.runrocknroll.com/virginia-beach/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) and to name Competitor Group, Inc. as an additional insured to the policy.</i>	A.S.A.P.	Required to exhibit	Competitor Group, Inc. Morgan Crescent (morgan.crescent@ironman.com)
Internet Service	10-Aug	Loss of pre-show discount	Smart City
Sampling Authorization Form	10-Aug	Unable to sample food/beverage	Distinctive Gourmet
Electric Service	16-Aug	Loss of pre-show discount	Virginia Beach Covention Center
Optional Furniture & Accessories	24-Aug	Loss of pre-show discount	Xpert
Xpert Exhibits Labor Orders	24-Aug	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>	24-Aug	Loss of pre-show discount	Xpert
Expo Freight Arrival Schedule: <i>Freight Shipped to Warehouse</i> <i>Freight Shipped to Show</i> <i>Returning Freight</i>	25-Aug 30-Aug 2-Sep	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>