Partner Pavilion & Technology Showcase Deadlines - Checklist

This list is a general guide for exhibitors and awardees to use during planning. It is essential that exhibitors read the exhibitor service kit and the instructions and details on vendor forms.

Task	Official Contractor	Deadline
Update Exhibitor Portal with Company Overview and Points of Contact	Link available in Exhibitor Portal	June 12, 2019
Register Badges for Booth Personnel (If you are listed as POC, you still need to register a badge)	Link available in Exhibitor Portal, under the Registration Tab.	**ASAP** as rates do increase, but all complimentary passes must be registered by July 3, 2019
Select Booth Package *This is only for Awardees and Showcase Participants	Link available in Exhibitor Portal, under the Booth Tab	June 14, 2019
Advanced Warehouse Shipments: First day materials accepted	Heritage	June 10, 2019
Make hotel reservations via show website ASAP	Gaylord Rockies and Convention Center www.arpae-summit.com/Summit-Info/Venue-and-Travel	Room Block Deadline: May 21, 2019
Discount price deadline date for all Heritage services	Heritage	June 19, 2019
Discount price deadline to order Electrical & Internet Service	Gaylord https://gaylordrockies.boomerecommerce.com	June 16, 2019
Advanced Warehouse Shipments: Last day materials accepted	Heritage	July 1, 2019
Show Site Shipments: First day items will be received	Sunday, July 7, 2019	
Show Site Shipments: Last day items will be received	Monday, July 8, 2019	
Order AV and computer equipment	Devent Audiovisuals www.deventav.com/arpa-2019-exhibit-order-form	June 7, 2019