



AONL 2024

INSPIRING LEADERS

NEW ORLEANS | APRIL 8-11

Exhibitor Checklist

	RIGHT AWAY	DEADLINE
<input type="checkbox"/>	Exhibitors reserving a block of ten or more rooms must complete the online room block as soon as possible. Groups less than 10 must make reservations individually on the hotel booking site provided on the registration confirmation.	Right Away
	FEBRUARY	DEADLINE
<input type="checkbox"/>	Freight received at the Advanced Warehouse	February 26 - March 28
	MARCH	DEADLINE
<input type="checkbox"/>	Hanging Sign deadline for approval to Tradeshow Logic	March 7
<input type="checkbox"/>	Exhibitor Appointed Contractor (EAC) form due	March 8
<input type="checkbox"/>	Company Description for AONL Mobile App Due <i>Complete your company profile in the Exhibitor Dashboard of Map Your Show so your company appears in the conference mobile app. Profiles include address, website, company description and social media. If your description is not added, it will not be included in the mobile app.</i>	March 11
<input type="checkbox"/>	Login to Cvent and upload your company logo for the AONL Mobile App	March 11
<input type="checkbox"/>	Upload Certificate of Insurance (COI) to Exhibitor Dashboard . Purchase Rain Protection if needed.	March 11
<input type="checkbox"/>	Discount deadline date for carpet, cleaning, furniture, floral, labor and material handling	March 13
<input type="checkbox"/>	Exhibitor Housing Deadline <i>Discounted hotel rates are available until the deadline date or until the room block sells out. Availability at the conference hotels is limited. Meeting registration and exhibitor contracts do not guarantee room availability.</i>	March 14
<input type="checkbox"/>	Discount deadline for AV, Electrical, Internet, Phone and Plumbing orders	March 15
<input type="checkbox"/>	Exhibitor Registration Deadline <i>Each exhibiting company receives an allotment of four (4) complimentary exhibitor booth staff badges and one (1) complimentary full conference badge per 10x10 space. Make sure to use your complimentary allotment first.</i>	March 22
<input type="checkbox"/>	Last day to receive freight at the Advanced Warehouse	March 28
	APRIL	DEADLINE
<input type="checkbox"/>	Download the mobile app before heading to New Orleans	April 5
<input type="checkbox"/>	Booth material shipments accepted Direct to Show Site	April 7 - 8