

CHECKLIST

GENERAL INFORMATION

	DEADLINE	REVIEWED
Welcome Letter		_____
Checklist		_____
Freeman Quick Facts		_____
Show Dates & Times		_____
Booth Inclusions		_____
Housing	ASAP	_____
Exhibitor Dashboard	September 1, 2022	_____

RULES & REGULATIONS/SHOW POLICIES

	DEADLINE	REVIEWED
Exhibitor Rules & Regulations		_____
Exhibit Display & Regulations		_____
Non-Exhibiting Supplier Status		_____
EAC Form	September 16, 2022	_____
Counterfeiting		_____
Intellectual Property Rights Complaints		_____
Solicitations		_____
Music Licensing		_____
Fire Department Requirements		_____
Fire Regulations		_____
Union Rules & Regulations		_____
GDPR Addendum		_____
Sample Certificate of Insurance		_____
Clark County Vehicle Display Portal		_____
Clark County Citizen Access Portal		_____
Vehicle Entry Form	August 29, 2022	_____

SHIPPING INFORMATION

		REVIEWED
General Shipping Information		_____
Freeman Marshaling Yard		_____
Freight Target Information		_____
International Shipping (Phoenix Logistics)		_____
Shipping Your Freight to AAPEX		_____
Shipping Labels		_____
Advance Shipping to Freeman Warehouse	September 27 – October 19	_____
Direct Shipments to Sands Expo	October 27, 2022	_____
Hanging Sign Shipping Label	September 27 – October 19	_____
Target Move In Schedule		_____

FREEMAN SERVICES	DEADLINE	REVIEWED
Quick Facts		_____
Sustainability Brochure		_____
Exhibitor/Official Services Contractor Information		_____
Fire Regulations		_____
Method of Payment	September 29, 2022	_____
Shipping & Handling		_____
Freeman Transportation		_____
Exhibit Transportation Form	ASAP	_____
Freight Services		_____
Material Handling Form	ASAP	_____
Outbound Shipping Form	ASAP	_____
Shipping Labels		_____
Furnishing Order Form	September 29, 2022	_____
Showcases Order Form	September 29, 2022	_____
Flooring Order Form	September 29, 2022	_____
Event Graphics Order Form	September 29, 2022	_____
Installation & Dismantling Labor Form	September 29, 2022	_____
Forklift & Rigging Labor Form	September 29, 2022	_____
Hanging Sign Labor Form	September 29, 2022	_____
Structural Integrity Statement		_____
Audio Visual Order Form	September 29, 2022	_____
Concept 200 Order Form	September 23, 2022	_____
VENETIAN EXPO SERVICES	DEADLINE	REVIEWED
Disinfecting Supplies	October 11, 2022	_____
Booth Cleaning Services	October 11, 2022	_____
Internet/Telecom	October 11, 2022	_____
Electrical	October 11, 2022	_____
Plumbing	October 11, 2022	_____
Catering	October 11, 2022	_____
Floral & Plants	October 11, 2022	_____
Rigging	October 11, 2022	_____
Exclusive Technical Services	October 11, 2022	_____
SPONSORSHIP/PROMOTIONAL/MARKETING	DEADLINE	REVIEWED
Celebrity Appearance	September 30, 2022	_____
Press Conference Form	September 2, 2022	_____
Sponsorship Opportunities	ASAP	_____
New Product Showcase	September 13, 2022	_____
New Packaging Showcase	September 13, 2022	_____
Media Opportunities (Babcox)	September 23, 2022	_____
Meeting Room Request Form	September 2, 2022	_____

COMPUSYSTEMS

	DEADLINE	REVIEWED
Exhibitor Badge General Information		_____
Exhibitor Badge Registration (Domestic & Canada)	September 30, 2022	_____
Exhibitor Badge Registration (Domestic & Canada)	September 16, 2022	_____
CompuLEAD Retrieval	September 18, 2022	_____
CompuLEAD Lead Retrieval Pricing		_____

OFFICIAL VENDORS

	DEADLINE	REVIEWED
Exhibitor Liability Insurance (Rain Protection)	ASAP	_____
Photography	TBD	_____
Security (SOA Security)	TBD	_____