

CHECKLIST

GENERAL INFORMATION

	DEADLINE	REVIEWED
Welcome Letter		_____
Checklist		_____
Freeman Quick Facts – Venetian Expo		_____
Freeman Quick Facts – Caesars Forum		_____
Show Dates & Times – Venetian Expo		_____
Show Dates & Times – Caesars Forum		_____
Booth Inclusions – Venetian Expo		_____
Booth Inclusions – Caesars Forum		_____
Housing	ASAP	_____
Exhibitor Dashboard	August 29, 2025	_____

RULES & REGULATIONS/SHOW POLICIES

	DEADLINE	REVIEWED
Exhibitor Regulations		_____
Display Rules & Regulations		_____
Non-Exhibiting Supplier		_____
EAC Form	September 26, 2025	_____
Counterfeiting		_____
Intellectual Property Rights Complaints		_____
Solicitations		_____
Music Licensing		_____
Fire Regulations – Venetian Expo		_____
Fire Regulations – Caesars Forum		_____
Union Rules & Regulations		_____
GDPR Addendum		_____
Sample Certificate of Insurance		_____
Citizen Access/Vehicle Portal		_____
Vehicle Entry Form	October 3, 2025	_____
Vehicle Entry Procedure		_____
Exhibitor Fraud Impersonation		_____

SHIPPING SERVICES

	DEADLINE	REVIEWED
General Shipping Information – Venetian Expo		_____
General Shipping Information – Caesars Forum		_____
Freeman Marshaling Yard		_____
International Shipping (Phoenix Logistics)		_____
Shipping Labels (Venetian Expo)		_____
Advance Shipping to Freeman Warehouse	September 30 – October 28	_____
Direct Shipments to Venetian Expo	October 30 – November 3	_____
Hanging Sign Shipping Label	September 30 – October 28	_____
Shipping Labels (Caesars Forum)		_____
Advance Shipping to Freeman Warehouse	October 1 – October 28	_____
Direct Shipments to Caesars Forum	October 31 – November 3	_____

VENETIAN EXPO EXHIBITOR SERVICES

Freeman Online Exhibitor Services Guide
 Freeman Quick Facts
 Venetian Target Move-In Schedule Level 1
 Venetian Target Move-In Schedule Level 2
 Audio Visual Order Form
 Concept 2000 Order Form
 Venetian Online Exhibitor Services Guide
 Venetian Gaming Compliance
 Venetian Catering Menu

DEADLINE

October 2, 2025

 October 2, 2025
 September 26, 2025
 October 13, 2025

REVIEWED

CAESARS FORUM EXHIBITOR SERVICES

Online Exhibitor Services Guide
 Freeman Quick Facts
 Target Move-In Schedule
 Audio Visual Order Form
 Caesars Forum Catering Menu
 Encore Exhibitor Kit & Online Guide

DEADLINE

ASAP

REVIEWED

SPONSORSHIP/PROMOTIONAL/MARKETING

Celebrity Appearance
 Sponsorship Opportunities
 Product & Packaging Showcases
 Babcox Advertising Brochure
 Exhibitor Press Release & Press Kit Portal

DEADLINE

October 3, 2025
 ASAP
 September 5, 2025

REVIEWED

Maritz Registration

Exhibitor Badge General Information
 Exhibitor Badge Registration (Domestic & Canada)
 Exhibitor Badge Registration (International)
 CompuLEAD Lead Management Products

DEADLINE

September 26, 2025
 September 12, 2025
 August 14, 2025

REVIEWED

OFFICIAL VENDORS

Exhibitor Liability Insurance (RAINPROTECTION)
 Photography (OSCAR & ASSOCIATES)

DEADLINE

ASAP
 October 14, 2025

REVIEWED

