



2022 Exhibitor Checklist

Expo Dates:
January 5-6, 2022
Anaheim Convention Center, Anaheim, Calif.

Right away

- Sign and return the Exhibitor Terms and Agreement.
- Review Quick Reference Guide and Exhibitor Checklist, put deadlines on your calendar.
- Review booth display guidelines and other rules and regulations.
- Enter or update company description and category in the Exhibitor Service Center.
- Make hotel reservations.
- Subscribe to the Exhibitor Central Blog to receive important updates/deadlines.
- Submit Certificates of Insurance and proof of Workers' Compensation Insurance.

October 1

- Registration opens.

November 5

- Last day to register additional booth staff at a reduced rate.

November 29

- Advance shipments will be accepted through December 29.

December 3

- Last day to submit Exhibitor Appointed Contractor form to Willwork.
- Last day to enter or update company description and category in the Exhibitor Service Center.

December 10

- Last day to order audio visual (A/V) at a discounted rate through 4Productions.

December 13

- Last day to make hotel reservations at the group block rate (based on availability).
- Last day to upload Certificates of Insurance and proof of Workers Compensation Insurance to the Exhibitor Service Center.

December 15

- Last day to order electrical, plumbing and compressed air at a discounted rate through Elden.
- Last day to submit food and beverage orders through Aramark.

December 17

- Last day to order labor, furniture and carpet at discounted rate through Willwork.

December 20

- Last day to order internet, telephone and cable at a discounted rate through SmartCity.

December 31

- Last day to register staff for complimentary All-Access Passes that come with your booth.

January 4

- Direct shipments will be accepted at the Anaheim Convention Center. Deliveries will be received from 8:00 AM - 4:30 PM ONLY.

Visit the Exhibitor Resources webpage on our website for all order forms and additional information:
www.nationalpotatocouncil.org/potato-expo/exhibitor-resources