



2023 Exhibitor Checklist

Expo Dates:
January 4-5, 2023

Gaylord Rockies Resort & Convention Center, Aurora, Colo.

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.
- Submit Certificates of Insurance and proof of Workers' Compensation Insurance.

September 15

- Registration opens.

November 4

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

November 14

- Advance shipments will be accepted through December 23.

December 2

- Last day to submit Exhibitor Appointed Contractor Form to Willwork Inc. Exhibitor Services.

December 12

- Last day to order Electric / AV / Internet / Catering / Compressed Air at a discounted rate through the Gaylord Rockies Exhibitor Services.
- 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.
- Last day to enter or update company description and category in the Exhibitor Service Center.

December 16

- Last day to order Labor / Furniture / Carpet at discounted rate through Willwork Inc. Exhibitor Services.

December 30

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

January 3

- Direct shipments will be accepted at the Gaylord Rockies Resort & Convention Center.

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