



Exhibitor Checklist

ITEM	DEADLINE	DONE
Sponsor Onboarding Form Submitted: HERE	ASAP	<input type="checkbox"/>
Permission to Exhibit All Exhibitors must submit Permission to Exhibit	February 13	<input type="checkbox"/>
Turnkey Booth ONLY: <ul style="list-style-type: none"> Graphics submission See HERE for 10x10 Booth Guidelines See HERE for 10x20 Booth Guidelines 	February 13	<input type="checkbox"/>
Submit Exhibitor COI. See HERE for more information	February 13	<input type="checkbox"/>
Hotel Booking Rooms go fast! Don't miss out on our discounted rates!	ASAP	<input type="checkbox"/>
Freeman Discount Ordering Deadline	March 2	<input type="checkbox"/>
Shipping to Freeman Advanced Warehouse	February 26 – March 25	<input type="checkbox"/>
Register Sponsor Tickets	February 27	<input type="checkbox"/>
Order Food and Beverage Through Mandalay Bay	March 9	<input type="checkbox"/>
Order Exhibitor Services Through Mandalay Bay	March 9	<input type="checkbox"/>
Crew Badge Allotment	March 20	<input type="checkbox"/>
Order and Pack PPE (mandatory for every exhibitor and all labor during move in and move out)	Before Arrival	<input type="checkbox"/>

Need Help? Reach out to your logistics lead at logistics@fintechmeetup.com or visit the [Sponsor Resources Hub](#) for helpful information.