

Exhibitor Checklist

ITEM	DEADLINE	DONE
Sponsor Profile Form Submitted: HERE	ASAP	☐
Submit Permission to Exhibit. All Space Only Exhibitors must submit Permission to Exhibit	January 8	☐
Submit Exhibitor COI. See HERE for more information	January 8	☐
Shipping to T3 Advanced Warehouse	January 19 – February 12	☐
Turnkey Booth ONLY: • Graphics submission • See HERE for 10x10 Booth Guidelines • See HERE for 10x20 Booth Guidelines	January 22	☐
Order Food and Beverage Through Venetian	January 22	☐
Order Exhibitor Services Through Venetian	January 22	☐
Ordering Rigging through Encore	January 22	☐
T3 Discount Ordering Deadline	January 29	☐
Hotel Booking Rooms go fast! Don't miss out on our discounted rates!	January 30	☐
Register Sponsor Tickets	February 9	☐
Crew Badge Allotment	February 12	☐
Order and Pack PPE (mandatory for every exhibitor and all labor during move in and move out)	Before Arrival	☐

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