

EXHIBITOR CHECK LIST

Rock 'n' Roll Arizona Health & Fitness Expo

CHECKLIST	RETURN BY	PENALTY	RETURN TO
Booth Payment in Full	A.S.A.P.	Required to Exhibit	Competitor Group, Inc.
Certificate of Insurance <i>Exhibitor agrees to maintain Comprehensive Liability Insurance with coverage of at least one million dollars (\$1,000,000.00) and to name Competitor Group, Inc. as an additional insured to the policy.</i>	A.S.A.P.	Required to Exhibit	Competitor Group, Inc. Lauren Yeip (lyeip@competitorgroup.com)
Internet Service	29-Dec	Loss of pre-show discount	Smart City at the PCC
Electric Service	29-Dec	Loss of pre-show discount	Commonwealth Electric at the PCC
Health Perrmit Application & Fee	5-Jan	Unable to sample food/beverage	Maricopa County Health Dept
Sampling Authorization Form	6-Jan	Unable to sample food/beverage	Aventura at the PCC
Optional Furniture & Accessories	23-Dec	Loss of pre-show discount	Xpert
Xpert Exhibits Labor Orders	23-Dec	Loss of pre-show discount	Xpert
Booth Cleaning & Porter Service <i>Porter Service is required to sample food or beverages, and for companies generating large amounts of trash.</i>	23-Dec	Loss of pre-show discount	Xpert
Expo Freight Arrival Schedule: <i>Freight Shipped to Warehouse</i> <i>Freight Shipped to Show</i> <i>Returning Freight</i>	4-Jan 12-Jan 14-Jan	Late to warehouse fee Returned to shipper Lost décor/merchandise	Xpert or your own shipper
Exhibitor Agreement (Contract)	N/A	Required to Exhibit	Signed at Expo <i>Advance copy available on request</i>