



NASTT's 2018 No-Dig Show

Exhibitor Checklist

MAR
25-29

Show Dates: **March 25-29**
Palm Springs Convention
Center
Palm Springs, CA USA

Visit
nodigshow.com for all
show details.



ITEM

COMPLETE BY

	ITEM	COMPLETE BY
December	<input type="checkbox"/> Pay off remaining balance on booth and/or sponsorship	January 1
	<input type="checkbox"/> Complete your Company Description for the On-Site Notebook	January 13
	<input type="checkbox"/> Premium Sponsors and Purchased Ads: Submit your ad for the On-Site Notebook	January 20
	<input type="checkbox"/> Book your hotel room(s) at the Host Hotels	March 2
	<input type="checkbox"/> Order your booth rental equipment through the Viper Exhibitor Kit	March 12
January	<input type="checkbox"/> Send the "Free Pass" to colleagues and customers to spread the word about NASTT's 2017 No-Dig Show	Ongoing
	<input type="checkbox"/> Complete your Order for ExpoBadge Lead Retrieval	March 10
	<input type="checkbox"/> Register your booth staff through the Exhibitor Login (same as for your company description)	March 2
February	<input type="checkbox"/> Early Bird Discount Deadline for ExpoBadge Lead Retrieval Order (forms on Exhibitor Resources page)	March 10
	<input type="checkbox"/> Deadline to book your hotel room(s) at the Host Hotels at the group rate	March 2
	<input type="checkbox"/> Register your booth staff through the Exhibitor Login (same as for your company description)	March 2
	<input type="checkbox"/> First day Viper is receiving freight	March 5
	<input type="checkbox"/> Advance discount deadline for electrical, food & beverage and audio/visual through Gaylord National	TBD
	<input type="checkbox"/> Viper Advance Order deadline/ Cancellation Deadline	March 12
	<input type="checkbox"/> Send the "Free Pass" to new colleagues and customers	Ongoing
March	<input type="checkbox"/> Deadline for freight to be received by Viper Warehouse	March 19
	<input type="checkbox"/> Last day Viper will except freight (Will be charged late fee, but materials will be in booth)	March 22
	<input type="checkbox"/> Move In/ Installation from 7:00 a.m. - 6:00 p.m.	March 25
	<input type="checkbox"/> Move In/ Installation from 7:00 a.m. - 10:00 a.m.	March 26
	<input type="checkbox"/> Move Out/ Tear Down from 2:00 p.m. - 9:00 p.m.	March 28
	<input type="checkbox"/> Fill out and submit your Exhibitor Survey	March 28

*All exhibitor information, including forms and exhibitor kits, can be found on the [Exhibitors Resources Page](#).

**Please contact [Brittany Cline at bcline@benjaminmedia.com](mailto:bcline@benjaminmedia.com), or 330-315-2150, if you have any further questions.

See you in Palm Springs in March!