

Exhibitor checklist & due dates

Please complete all relevant forms before the due date to avoid missing out on services or incurring a late fee.

Compulsory Online Forms	Due Date	Done ✓
Conference Guide Advertisement	15 September	
Company Profile Listing	15 September	
Exhibitor Name Badges	20 October	
ARCIA Annual Industry Gala Dinner (Platinum or Gold Sponsors)	20 October	
Public Liability Insurance	20 October	
Additional Services/ Optional Forms	Due Date	Done ✓
Delegate Satchel Insert (Platinum Sponsor) Delivery label at back of manual	20 October	
Furniture – Moreton Hire	25 October	
Fascia Signage – Moreton Hire	25 October	
Audio Visual – More Hire	25 October	
Additional Lighting & Power – Moreton Hire	25 October	
Freight/Forklift/Storage - Agility	27 October	