

EXHIBITOR CHECKLIST & DEADLINES

Deadline	Item	Completed/Notes
Open now	Submit your AS24 Exhibitor Listing (Log in to the Exhibitor Dashboard) Co-Exhibitor Form for Onsite Exhibition Guide	
Friday, 17 May	Booth Activity Request Exhibitor Appointed Contractor	
Friday, 12 April	Hydrogen Application to Tokyo Fire Department Internet Connection Service & Phone Services (Order Form No. 4)	
Friday, 26 April	Advertising Insertion Order for Printed Programs Decorator Order Forms - Tohgashi Co. Ltd. Booth Decoration/Construction & Package (Order Form No.1) Display Regulations Plans for Construction Furnishings/Rental Equipment (Order Form No. 2) AV/Computer Services Electrical & Utility Services (Order Form No. 3) Waste Disposal Service	
Friday, 3 May	Advertising Materials for Printed Programs	
Tuesday, 14 May	Air Freight	
Friday, 24 May	Billing/Payment of Expenses	
Friday, 7 June	InterContinental Yokohama Hotel Catering InterContinental Yokohama Hotel Catering Price List InterContinental Yokohama Hotel Box Lunches	