



ARE YOU ON SCHEDULE?

For your convenience, we have compiled the following checklist for service forms contained within this manual. We urge you to use this list as a guide, ensuring that your planning cycle is as smooth and cost-effective as possible.

DESCRIPTION	DEADLINE	COMPLETED
Logo (Vector Art) – emailed to events@avn.com	11/04/25	_____
Rules & Regulations Mandatory Form	01/02/26	_____
Retail Sales Policy Form	01/02/26	_____
Certificate of Liability Insurance	01/02/26	_____
Internet Services Form	01/02/26	_____
Electrical Services Form	01/02/26	_____
Exhibitor Appointed Contractor Notification Form	01/02/26	_____
Exhibitor Appointed Contractor Certificate of Insurance	01/02/26	_____
Furniture Order Form	01/02/26	_____
Rental Exhibits Order Form	01/02/26	_____
Floral Order Form	01/02/26	_____
Custom Furniture Order Form Deadline	01/02/26	_____
Freight Shipments (Advanced)	12/15/25	_____

QUESTIONS? Contact Event Coordinator Team
Email: events@avn.com
Phone: (818) 718 – 5788 Ext 112