

EXHIBITOR

checklist



LIBERTY EXPO PORTAL

- Confirm your admin contact received login credentials
- Log into the Liberty Exhibitor Portal
- Order any booth extras (carpet, furniture, etc.)
- Review shipping instructions and deadlines
- Complete all orders before the discount deadline

Contact: Leslie Wolf | lwolf@libertyexpo.com | (816) 891-9500

IOWA EVENT CENTER

- Review Alcohol Giveaway Policy
 - Review Sample Food & Beverage Authorization Form
 - Order Electrical and Internet
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LARGE EQUIPMENT

- Request early load-in approval from ICA
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SHIPPING

- Select shipping method (Advance Warehouse or Direct-to-Show)
 - Ship within approved date windows
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STAY INFORMED

- Download the official ICA Event App
- Watch for important Mailchimp emails from ICA
- Review ICA newsletters for Expo updates
- Monitor your inbox for Liberty Expo shipping and portal updates