



DEADLINES CHECKLIST

Deadline	Notes
ASAP	<p>Send your company logo (.jpg/.png format) and 50-word company description to be included in your online listing and in the CLEAN WATERWAYS program guide. Please use the format below:</p> <ul style="list-style-type: none">Logo (.jpg/.png)Company NameAddressCity, State, ZipPhone, FaxWebsite50 Word Company Description <p><i>Please e-mail this information to Ashlyn Geoffrey at ageoffrey@accessintel.com</i></p>
August 3	<p>Start updating your company profile on the CLEAN WATERWAYS digital platform, Swapcard. Learn more on the Virtual Event Platform tab on our website.</p> <p><i>Login details will be emailed to you by noreply@swapcard.com. If you cannot find your credentials please check your spam folder and/or contact support@swapcard.com</i></p>
August 13	<p>Reserve your room at The Galt House at the exclusive discounted rate of \$179 per night</p> <p><i>Available only until 8/13 or until the block is sold out</i></p>
August 16	<p>Advanced shipping to warehouse begins</p> <p>TO: CLEAN WATERWAYS 2021 C/O: FERN EXPO 3752 CRITTENDEN DRIVE LOUISVILLE, KY 40209 COMPANY NAME - BOOTH #</p> <p><i>Exhibitors are encouraged to send materials to the Fern Warehouse and will be responsible for covering their own shipping/receiving fees. Please note, items arriving earlier than 8/16 may receive an additional storage fee. CLEAN WATERWAYS will not be responsible for any materials delivered directly to the hotel.</i></p>
August 27	<p>Fern Advanced Order Deadline</p> <p>Standard rates will apply to all orders received after this date</p>
September 3	<p>Place audio visual orders (including equipment, electricity and/or internet) to avoid additional charges onsite</p> <p><i>Complete the AVMS order form and send it to Chris Hooper at chooper@avms.com or call at (502)568-4283</i></p>
September 10	<p>Register for your (1) complimentary all-access pass and any other additional discounted passes</p> <p><i>Find your custom discount code in your email with subject line: Welcome CLEAN WATERWAYS 2021 Exhibitors! If you need assistance registering, please contact (301) 354-1618 or register@register@cleanwaterwaysevent.org</i></p>
September 10	<p>Final day for shipments to arrive at the advanced warehouse</p> <p><i>Exhibitors are encouraged to send materials to the Fern Warehouse and will be responsible for covering their own shipping/receiving fees. Please note, Fern will NOT refuse late shipments but any materials arriving after 9/10 will be charged a late fee. CLEAN WATERWAYS will not be responsible for any materials delivered directly to the hotel.</i></p>