



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 on the CLEAN PACIFIC website. Please use the format below:</p> <p>Logo (.jpg/.png) Company Name Address City, State, Zip Phone, Fax Website 50 Word Company Description</p> <p><i>Please e-mail this information to Ashlyn Geoffrey at ageoffrey@accessintel.com</i></p>
July 6	<p>Start updating your company profile on the CLEAN PACIFIC digital platform, Swapcard. Learn more on the Virtual Event Platform tab.</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>
July 12	<p>Advanced shipping to warehouse begins</p> <p>TO: CLEAN PACIFIC 2020 C/O: Fern 12610 Interurban Ave S Tukwila, WA 98168 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 7/12 may receive an additional storage fee. CLEAN PACIFIC will not be responsible for any materials delivered directly to the hotel.</i></p>
July 26	<p>Reserve your room at the Hyatt Regency Lake Washington at Seattle's Southport at the exclusive discounted rate of \$219 per night</p> <p><i>Available only until 7/26 or until the block is sold out</i></p>
August 3	<p>Fern Advanced Order Deadline Standard rates will apply to all orders received after this date</p>
August 6	<p>Register for your (1) complimentary all-access pass and any other additional discounted passes</p> <p><i>If you need assistance registering, please contact (301) 354-2101 or register@cleanpacific.org</i></p>
August 9	<p>Place audio visual orders (including equipment, electricity and internet) to avoid additional charges onsite</p> <p><i>Contact Encore Event Technologies at HyattLakeWashington@encore-us.com or (425) 207-2249</i></p>
August 11	<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 8/11 will be charged a late fee. CLEAN PACIFIC will not be responsible for any materials delivered directly to the hotel.</i></p>

