

Exhibitor Checklist



LAS VEGAS
MARCH 1-4, 2027
FONTAINEBLEAU LAS VEGAS

Complete this **Exhibitor Checklist** to ensure you have everything ready for a successful ICBA LIVE.

October

- ☐ Reserve your booth

November

- ☐ Start placing your booth equipment order with GES. Place your order by Tuesday, Feb. 9 for the best pricing.

January

- ☐ Start building your company listing in the exhibitor portal within the ICBA Events Mobile App.
- ☐ **Due Jan. 29:** Submit your certificate of liability insurance to expo@icba.org.

February

- ☐ **Due Feb 9:** Complete your remaining GES equipment order.
- ☐ **Due Feb. 10:** Register all booth personnel using the official registration forms provided by ICBA. **Note:** *Do not register your personnel in Cvent. Only use the registration forms provided by ICBA.*
- ☐ **Due Feb. 10:** Complete the prize drawing form (*optional*).

Two Weeks Out

- ☐ Make final updates to your exhibitor profile in the ICBA Events Mobile App.
- ☐ View the attendee list shared by ICBA.
- ☐ Tell community bankers you'll be in Las Vegas!

GES Services Kit

Place orders for booth equipment, ship exhibit freight, and access other exhibitor resources. Order by Monday, Feb 9 for best pricing.



Scan Me

Social Media Toolkit

Access a suite of assets to let bankers know you'll be joining them at ICBA LIVE 2027.



Scan Me

Questions? Visit icba.org/expo-faqs