

Below is a simple checklist to use to track your progress to make sure you are ready for WQA 2026!

TO DO	SUPPLIER LINK	DEADLINE	CONTACTS
Pre-Show Attendee Mailing List	Exhibitor Newsletter	March 19, 2027	WQA@CorcExpo.com
Material Handling & Freight Shipping	Fern Exhibitor Kit	March 27, 2027 – First day to receive freight at Advanced Warehouse	CBarton@FernExpo.com 800-774-1251 x1
Expo Brunch	Sodexo	March 30, 2026 – Catering orders submitted	CateringMBCC@Sodexo.com
Hotel Reservations	MCI USA	March 31, 2026 – Last day to make individual reservations and changes	WQA@Jade.MCIEvents.com 972-349-5839
Booth Design	IAEE Guidelines	Be sure your booth design meets the IAEE Guidelines & WQA Rules & Regulations	WQA@CorcExpo.com
Registration	MCI USA	Register booth staff & send invitations to customers	WQA@Jade.MCIEvents.com 972-349-5839
Move In & Out Schedule	WQA Website	Review before scheduling booth staff	Convention@WQA.org
Lead Retrieval & Mobile App	Swapcard	April 1, 2026 – Set up profiles, documents, & staff access	Convention@WQA.org
Flooring, Furnishings, & Labor	Fern Exhibitor Kit	April 6, 2026 – Discount Deadline– <i>Flooring is required for all exhibitors</i>	CBarton@FernExpo.com 800-774-1251 x1
Exhibitor Appointed Contractor (EAC)	Fern Exhibitor Kit	April 6, 2026 – Complete EAC form & ensure Certificate of Insurance (COI) is submitted	CBarton@FernExpo.com 800-774-1251 x1
Audio Visual	CCR Solutions	April 7, 2026 – Discount Deadline	Chimahe@CCRSolutions.com 416-881-8945
Electric, Air, & Water	Edlen	April 8, 2026 – Discount Deadline	ExhibitorServices-Miami@Edlen.com 800-553-3536
Internet/Wi-Fi	SmartCity	April 10, 2026 – Discount Deadline	CustomerService@SmartCityNetworks.com 888-446-6911
Material Handling & Freight Shipping	Fern Exhibitor Kit	April 23, 2027 – Last day to receive freight at Advanced Warehouse	CBarton@FernExpo.com 800-774-1251 x1
Material Handling & Freight Shipping	Fern Exhibitor Kit	April 27, 2027 – First day to receive freight at Showsite	CBarton@FernExpo.com 800-774-1251 x1
Company Profile	Exhibitor Hub	Update what attendees see on the interactive floorplan & mobile app	WQA@CorcExpo.com
Social Media	#WQA2026	Tag social media posts & use WQA graphics	Convention@WQA.org
Post-Show Attendee Mailing List	Exhibitor Newsletter	May 6, 2027	WQA@CorcExpo.com

The WQA & the Show Management Team is here to help! Please do not hesitate to email WQA@CorcExpo.com if you have any questions!