

FUTUREPROOF

EXHIBITOR CHECKLIST

FUTURE PROOF FESTIVAL 2026

**Please use this checklist as a guide for your exhibit space to ensure you are on track and have all the necessary items for a successful on-site experience.*

REGISTRATION

August 20, 2026

- All passes must be registered. Attendees registered after this date will not be able to participate in the Breakthru program. ***All passes must be registered using the same company name** (uniform spelling, capitalization, spacing, etc).

BRAND ASSETS

July 17, 2026

- Submit/ Confirm Logos with Future Proof (Color, Black, White PNG, and EPS/AI)
**If you have partnered with Future Proof in the past, we have your logos on file. If you are new to Future Proof OR your logos have changed, please submit here: [Future Proof Festival Logo Collection Form](#).*
- **Your ALL-WHITE logo (EPS/AI vector format) is required for your canopy topper for those utilizing a Future Proof provided canopy.

EXHIBIT WALL ART (Required for 10x10'S)

July 31, 2026

- Upload Your Art [HERE](#) by **July 31, 2026** (or email to sponsorlogistics@futureproofhq.com)

[10x10 Art Template](#)

10x10 Tents: You must use the (2) tent walls included, with your custom branding on the interior.

**Please note, we do not recommend continuous wall-art, as we are unable to confirm wall placement in advance. While your booth includes one back wall and one side wall, booth layouts are dependent on neighboring exhibit placements, so the side wall may be positioned on either the left or right side once on-site. Final placement will be determined during on-site setup.*

[10x20 Art Template](#)

10x20 Tents: Includes your choice of either: (1) back wall only OR (1) back wall + (2) side walls.

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**If you are choosing to forego the tent in favor of a custom build, please let us know in advance of the June 18th EAC Application deadline to help ensure a smooth approval and planning process.*

EXHIBIT ADD-ONS (Optional)

The following items are optional exhibit upgrades to enhance your exhibit space. See the [Add Ons page of the Sponsor Portal](#) (linked) for additional information.

July 31, 2026

- AFR Furniture Orders Due

**Requests received after this date are subject to availability.*

August 20, 2026

- Liquid Catering Bar Services Orders Due

**No outside alcoholic beverages are permitted, must go through Liquid Catering*

July 31, 2026

- Audio Visual Orders Due

**Don't forget to order power in the Exhibitor Form if you are using A/V!*

August 4, 2026

- Catering Orders Due

**No outside alcoholic beverages are permitted, must go through Liquid Catering*

August 31, 2026

- Lead Retrieval: Physical Device Orders Due

COMING SOON!

- Entertainment Orders Due

EXHIBITOR FORM

The following items can be found & ordered in the [Exhibitor Form](#) (linked)

July 24th, 2026

- Power - *Requests received after this date are subject to availability.*
- Dedicated Internet - *Event Wi-Fi will be available. Dedicated internet is only necessary if you plan to run live demos or require a secure connection.*
- Flooring - *Requests received after this date are subject to availability.*
- Labor
- Small/Large Trash Bin
- Power Strip - *Power strips are not automatically included. Order, or bring your own!*
- 6' Table - *No linen included. Order, or bring your own!*
- Black Spandex Linen - *Fits on 6' table*
- Standard Chair

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CODE FOUR CUSTOM BUILD EXHIBITS

If you are using a vendor other than our preferred provider for your custom build, please be sure to review the **Exhibitor Appointed Contractor** section.

May 29, 2026

- Deadline to Request a Custom Build with Code Four

July 3, 2026

- Deadline to finalize structural elements with Code Four

August 7, 2026

- Deadline to request smaller custom elements (ie: hardwall) for those who already have the structure in place (tent) with Code Four

EXHIBITOR APPOINTED CONTRACTORS (OUTSIDE VENDORS)

If you are using a Future Proof preferred vendor, you do NOT need to complete these steps. The following only applies to those working with vendors outside the Future Proof Preferred Vendors List. See the [Appointed Contractors page of the Sponsor Portal \(linked\)](#) for more information.

June 18, 2026

- EAC Application Due For Custom Builds – further requirements will be provided upon EAC approval.

***Only applies to EACs producing a custom exhibit structure.*

June 25, 2026

- Submit Engineer Stamped Drawings to sponsorlogistics@futureproofhq.com

***Only applies to EACs producing a custom build exhibit. If you are working with Code Four, they will complete and submit these for you.*

July 24, 2026

- Deadline to Complete all other EAC Applications

** Applies to EACs who are **not** producing a custom-built exhibit structure.*

Please note the EAC Form is not yet open to F&B vendors, thank you for your patience as we evaluate on our end. We will be in touch with additional details once available.

August 1, 2026

- Submit EAC Certificate of Insurance

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August 7, 2026

- TFF Permits Due (Food & Beverage Vendors only)

August 21, 2026

- Last Day to Purchase & Register EAC Passes

SHIPPING

This applies if you are shipping items to the Advanced Warehouse (VERY STRONGLY recommended). Please see the full shipping details [here](#). Each box/item must have a completed [Advanced Shipping Label](#) attached. It is required to submit the [tracking form](#) for each shipment. Shipments will be delivered directly to your booth on the date you noted in the tracking form.

July 20, 2026

Start Date for package receiving at warehouse **Any packages arriving prior to this date will incur early storage fees.*

September 1, 2026

Deadline to receive packages at the warehouse **Shipments that arrive after this date will incur late fees*