

Show Checklist

Thirty (30) Days Prior or Earlier (where indicated) to the Event

- Exhibitor badge registration form sent to show management **by February 20th**
- Book Telephone/Computer/Telecommunication requirements
- Review advertising opportunities and place order for show guide listing
- Complete form for media announcements
- Booth Catering Requirements if needed
- Booth Cleaning Requirements
- Exhibitor Food Sampling Authorization Form for approval
- Authorization and Release Form(s) for approval (Animals, Helium Balloons, High Risk Activity, etc)
- Complete exhibitor badge registration form and send **by February 20th**
- Review move-in and move-out information.
- Book booth requirements (if required): signage, carpeting, tables, chairs etc. **by March 6th**.
- Book electrical/mechanical/lighting needs **by March 14th**.

REMEMBER

Fill out your forms on time to receive the **early booking discounts** offered by the suppliers!