



## SHOW CHECKLIST

This checklist will help you organize your participation in the show.

- ❑ READ THE MANUAL AND SUBMIT ORDER FORMS PRIOR TO DEADLINES
- ❑ Send guest passes and/or coupons to clients and prospects
- ❑ Make hotel reservations
- ❑ Order ad in show guide
- ❑ Order radio ads
- ❑ Order transportation for booth to and from the show site
- ❑ Order all on-site services (remember that services ordered on-site will cost more and availability is not guaranteed)
  - Electrical
  - Flooring
  - Display Furniture (tables, chairs, etc)
  - Internet
- ❑ Pay balance of booth space rental
- ❑ Finalize booth personnel
- ❑ Submit Badge Order Form
- ❑ Make sure you have all parts of your booth before shipping.
- ❑ Confirm and prepare your sales and marketing materials
- ❑ Plan your booth design and layout.
  - Make sure your booth conforms to the show rules and regulations.
    - All booths MUST have floor coverings.
    - All visible back walls MUST be finished.
    - Signage must be single sided, face the aisle, finished on the backside and cannot be directly attached to the top of the back wall. No hand written signs allowed.
    - Maximum height for the back of a display (including signage) is 8 feet.

