



SHOW CHECK LIST

2 MONTHS IN ADVANCE

- ✓ _____ Make hotel reservations. See *Travelodge order form* or call 647-259-1929 or 1-888-483-6887.
- _____ Be sure you have sent information on new features or products to our public relations department.
- _____ Plan booth layout. Make sure your booth conforms to the show rules and regulations (pgs. 8-11).
- _____ Pay balance of booth space rental.
- _____ Order transportation for booth to and from the show site.

1 MONTH IN ADVANCE

- _____ Read the Safety Rules & Regulations (pg. 1).
- _____ Make sure customs forms are in order, if necessary (See Commerce Customs Brokers form in this manual).
- _____ Order all service for on-site: electrical, furniture, signs, materials handling, booth cleaning, security, insurance, etc. **Note:** we do provide drapery but YOU must fill out and return the form to the Show decorator- See Questionnaire 2. **Note:** Our show requires the booth to be carpeted, if you do not have your own carpet, please see the Show Decorator forms included in this manual.)
Carpet will increase your sales, beautify your display, and reduce staff fatigue.
- _____ Check to see if all services have been ordered and confirmed (see list below). Remember that service ordered on-site will cost more.
- _____ Finalize booth personnel and return your Exhibitor Badge Form . (See Questionnaire 1) to Show Management.
Note: Our show requires proper names to be on Exhibitor's Badges, for security reasons we cannot print badges with just company name.)

Yes, I have placed my orders with the necessary suppliers

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| _____ Show Decorator | _____ Electrical | _____ Materials Handling/Storage |
| _____ Hotel | _____ Booth Cleaning | _____ Telephone/Internet |
| _____ Badges | _____ Special Security | _____ Insurance |
| _____ Catering | _____ Audio Visual | |