

PRE-EVENT CHECKLIST

Use the checklist below when sending in your orders to make sure you are meeting deadlines for the discounted rates.	Service	Deadline Date	Date Sent	Payment Details	Date Confirmed	Contact	Showsite Phone #	Notes
General Contractor Services	Booth Exhibit Space							
	Installation & Dismantling							
	Labor							
	Furniture/Accessory Rental							
	Carpet Rental							
	Graphics/Signs							
	Material Handling							
	Ship Freight to Warehouse							
	Booth Package Rental							
Other Services/Deadlines	Update your 75-word description on exhibitor portal							
	Select Sponsorships							
	Register Booth Staff							
	Make Hotel Reservation							
	Send in Certificate of Liability Insurance							
	Exhibitor Appointed Contractor Form (if applicable)							
	Lead Retrieval							
	Plumbing							
	Booth Catering							
	Electrical Services							
	Telephone/Internet							
	Booth Cleaning							
	Audio Visual Equipment							
	Floral							
Ship Freight to ConventionCenter								