

PRE-SHOW CHECKLIST

Be sure to **COMPLETE** each of these before arriving.

- ✓ Paid your booth in full – [pay now](#).
- ✓ Submitted your [proof of insurance or purchased insurance](#). COIs **Due 3 March**
- ✓ Reviewed all the [Rules, Regulations and Guidelines](#).

Finalized Staff Needs:

- ✓ Registered ALL booth personnel. [Online registration](#). View [badge allotment](#).
- ✓ Requested any [VISAs](#) for international staff.
- ✓ Booked All [Staff Hotels](#) by **Discount Deadline: 17 March**
- ✓ Planned your staff's on-site transportation: [Parking](#), ride share, shuttle info, etc.
- ✓ Completed an [EAC Authorization Form](#) (If having EACs) **Due February 28**
- ✓ Reviewed the [Exhibitor Schedule](#) to make your move-in, show day and move-out plans.
- ✓ Reviewed the [Show Schedule-At-A-Glance](#) for any pre-planning.

Placed all Vendor Orders for booth needs:

- ✓ [Furniture/carpeting/audio visual/electrical](#) **Discount Deadline: 13 March**
- ✓ [Catering](#) **Discount Deadline: 24 March**
- ✓ [Internet/phone/TVs](#) **Discount Deadline: 27 March**
- ✓ [Floral](#) **Discount Deadline: 27 March**
- ✓ [Booth Cleaning](#) **Discount Deadline: 27 March**

Arranged Shipping to/from ([Shipping Details](#)):

- ✓ Advance Warehouse: Shipments can **arrive 13 March - 3 April** ([Labels](#))
- ✓ Direct to Site: MUST deliver on **11 April** ([Labels](#))
- ✓ Arranged outgoing shipments prior to show. See [Outgoing Paperwork online](#).
- ✓ Contacted Freeman (888) 508-5054 if you require a forklift to unload.
- ✓ Reviewed the [Privately Owned Vehicle Info & Cart Service](#) (if not shipping, but brining materials in POV).

If having Equipment/Machinery/Vehicle Displays:

- ✓ Submitted a Vehicle Request **Due 20 March** ([See Details](#))
- ✓ Contacted Freeman (888) 508-5054 with exact equipment specifications prior to finalizing display plans.

Marketed / Gained Additional Exposure for Booth:

- ✓ Viewed the [Marketing Toolkit](#) and begun promoting you are exhibiting via Social Media, Eblast, etc.
- ✓ Updated [Company Listing](#) via the Exhibitor Hub.
- ✓ Increased visibility with a [Sponsorship](#) or completed all sponsorship deadlines if [already a Supporter](#).
- ✓ Ordered any [Attendee Lists, Lead Retrieval Units](#).
- ✓ Invited customers with a 30% Discount (In [registration](#), click "Invite Customers" on left-hand menu)
- ✓ Secured advertising space in the [Official Show Issue & Technical Program](#).