



SHOW CHECKLIST

- ☐ READ ALL SECTIONS OF YOUR EXHIBITOR KIT
- ☐ FLOOR COVERING
- ☐ TABLE SKIRTING
- ☐ PROFESSIONAL SIGNAGE
- ☐ ELECTRICAL - NOTE DEADLINE
- ☐ FURNITURE - NOTE DEADLINE
- ☐ PARKING PASSES - NOTE DEADLINE
- ☐ SHOW INSURANCE
- ☐ BOOTH DESIGN AND PROMOTIONAL MATERIALS
- ☐ CHECK SALES TAX INFORMATION
- ☐ CHECK FOOD SAMPLING RULES
- ☐ READ BOOTH GUIDELINES
- ☐ READ RULES & REGULATIONS
- ☐ SOCIAL MEDIA TIPS & INFORMATION
- ☐ MARKETING OPPORTUNITIES
- ☐ CHECK MOVE IN SCHEDULE
- ☐ UPDATE VENDOR LISTING