



SHOW CHECKLIST

- ☐ **ASAP** Book your hotel rooms and make travel arrangements.
- ☐ **Dec. 23, 2025** Ensure that your booth space is paid for.
All balances must be cleared as per your space contract.
- ☐ **Jan. 9, 2026** **Power is not included in your booth package**
Advance Price Deadline - Place your order for your power requirements
(Global Convention Services)
- ☐ **Jan. 9, 2026** Advance Price Deadline - Order your carpet if you are a bulk space (800 sq. ft and over)
(Global Convention Services)
- ☐ **Jan. 9, 2026** Advance Price Deadline - Order your booth extras.(i.e. tables, chairs, plants, easels, etc.)
(Global Convention Services)
- ☐ **Jan. 16, 2026** Place your order for Lead Retrieval Equipment. (Microspec)
- ☐ **Jan. 16, 2026** Register your booth staff for the people working your booth.
- ☐ **Jan. 16, 2026** Contact the show carrier to arrange for shipment of booth materials.
(Armour Transportation Systems / Beyond Borders Logistics)
- ☐ **Jan. 16, 2026** Consult with your customs broker; if applicable.
(Beyond Borders Logistics)
- ☐ **Jan. 16, 2026** Deadline to order power, carpet, and booth extras. (Global Convention Services)
- ☐ **Jan. 23, 2026** If you are exhibiting heavy equipment, please **confirm your move-in time** with the Show Manager. (Move-in information enclosed)
- ☐ **Jan. 23, 2026** If you are sending your heavy equipment in advance of show dates,
please **confirm your drop-off time** with the Show Manager.
- ☐ **Jan. 23, 2026** If you require your equipment to be steam-washed, please contact the
show manager. (shawnm@mpeshows.com)
- ☐ **Feb. 11, 2026** Inquire about special material handling needs: cranes, scissor lifts, display
Installations, etc. Please contact Shawn Murphy, Show Manager.