



## ristmas

## SHOW CHECKLIST

O	YOUR VENDOR KIT	0	CHECK SALES TAX INFORMATION
0	FLOOR COVERING	$\circ$	CHECK FOOD SAMPLING
0	TABLE SKIRTING		RULES
0	PROFESSIONAL	0	READ BOOTH GUIDELINES

) READ RULES & **ELECTRICAL - NOTE REGULATIONS DEADLINE** 

SIGNAGE

- **SOCIAL MEDIA TIPS & FURNITURE - NOTE INFORMATION DEADLINE**
- **MARKETING** PARKING PASSES - NOTE **DEADLINE OPPORTUNITIES**
- ) SHOW INSURANCE CHECK MOVE IN **SCHEDULE** 
  - HOLIDAY DECORATIONS UPDATE VENDOR **LISTING**