

REMODEL +GARDEN SHOW

General Show Checklist

General Show Checklist Please use our checklist below to make sure you have a successful and stress-free show.

- Step 1:** Read the [Exhibitor Guide](#), including all rules and regulations.
- Step 2:** Fill out your online exhibitor listing to ensure visibility on our website, if you have not received a link, please reach out to your sales rep to resend.
- Step 3:** Take a look at our sponsorship packages and order by Nov 22nd.
- Step 4:** Do you have flooring? Flooring is mandatory.
- Step 5:** Do you have everything you need? Submit all supplier order forms for booth (carpet, furniture, electrical, etc).
 - Liberty Expo (Pre-Order Discount Deadline: December 27)
Order Form: [Click Here](#)
 - Smart City
Order Form: [Click Here](#)
- Step 6:** Sales Tax License Arranged
- Step 7:** Insurance Established
- Step 8:** Travel Arrangements & Hotel Reservations
- Step 9:** Send your complementary e-tickets to clients, friends, family, etc. If you can not find your tickets please contact CaraB@mpeshows.com
- Step 10:** Promote your presence at the Johnson County Home + Remodeling show on social medias!