



# Christmas

## SHOW CHECKLIST

- READ ALL SECTIONS OF YOUR VENDOR KIT
- FLOOR COVERING
- TABLE SKIRTING
- PROFESSIONAL SIGNAGE
- ELECTRICAL - NOTE DEADLINE
- FURNITURE - NOTE DEADLINE
- PARKING PASSES - NOTE DEADLINE
- SHOW INSURANCE
- HOLIDAY DECORATIONS
- 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

