



# General Show Checklist

This does NOT cover all items for the show.

Please consult the Vendor Kit & Manual for a complete guide.

[www.southernchristmasshow.com/vendor-kit](http://www.southernchristmasshow.com/vendor-kit)

- Exhibit Space Contract Complete \_\_\_\_\_
- Vendor Kit Read \_\_\_\_\_
- Proper Extension Cords & Powers Strips in inventory \_\_\_\_\_
- Assured Merchandise is compliant with MPE policy \_\_\_\_\_
- Carpet/Flooring Ordered (required for entire booth) \_\_\_\_\_
  - Your booth space floor will need to be completely covered
- Decorating/Drayage Ordered \_\_\_\_\_
- Display/Products fit in the booth specifications \_\_\_\_\_
  - Recommend reviewing in Vendor Kit. Varies by Hall (Liberty, Independence or Freedom)
- Utilities Ordered (Electric, Wifi, Hardlines) \_\_\_\_\_
  - We recommend at least 1 **WiFi** connected device to process credit cards as cellular reception can be spotty at times. (WiFi code cannot be shared between devices)
- Holiday Décor for booth planned – *This is a CHRISTMAS show* \_\_\_\_\_
- Sales and Use Tax License Arranged \_\_\_\_\_
- Insurance Established \_\_\_\_\_
- Exhibit Staff Committed & Trained \_\_\_\_\_
- Travel Arrangements & Hotel Reservations Complete \_\_\_\_\_
- Final Payment made by October 15<sup>th</sup> \_\_\_\_\_



# Survival Guide for Vendors

1. Order your furniture, carpeting, draping, electric, and WiFi early...You'll save money!
  2. Bring a hand truck or dolly. There are a few available but they are most always in use when you need one.
  3. If you are shipping packages to the show:  
Carefully package your items/merchandise. Unfortunately, not everyone handles your packages as kindly as you would.  
Be sure all packages are clearly marked with the following:
    - Name of your Representative at the Show
    - Your Company Name and Booth #
    - Southern Christmas Show
    - The Park Expo and Conference Center
    - 800 Briar Creek Road
    - Charlotte, NC 28205
- Know your carrier and get the tracking number!
  - Ask your carrier when you can expect the delivery and be sure you are in your exhibit to receive it or notify the decorating company of its intended arrival.

**There will be a charge for any labor and forklift time used to unload shipments arriving during move-in. Packages arriving before 11/9/26 may be subject to storage fees or be turned away.**

4. Set up early!! Murphy's Law prevails at shows.
5. When you arrive, check in at Vendor Check-in prior to setting up your booth. Ensure you have the correct and necessary electrical, carpeting, etc that you ordered. Representatives from the venue, The Park Expo and Conference Center, and the show decorator, Southern Exhibition Services, will be on site during move-in.
6. Be Prepared...you might need the following:
  - A hand truck or dolly
  - Heavy duty 3 prong extension cords (No residential cords permitted!)
  - A tool kit
  - Extra light bulbs for lit displays
  - Tape (for packing)
  - Sheets or tarps for covering your exhibit at night
  - Cleaning supplies

## During the show:

7. Remember you are going to be spending long hours on your feet... Wear comfortable shoes and add padding to the flooring you will be standing on most often.
8. Replenish any stock before the show opens or after it closes if possible.
9. Be in your booth early and prepared for the day and consumers!
10. Never leave your booth unattended during show hours. You must have someone manning the booth at all times.