

- ASAP** Book your hotel rooms and make travel arrangements.
- ASAP** Place your order for Equipment detailing or pressure wash. (Dr. Detail)
- Mar. 15, 2026** Ensure that your booth space is paid for.
 - All balances must be cleared as per your space contract.
- Mar. 31, 2026** Place your order for your power requirements. (SHOWTECH)
Power is not included in your booth package.
- Mar. 31, 2026** Place your order for banner/sign hanging. (SHOWTECH)
- Apr. 7, 2026** Contact the show carrier to arrange for shipment of booth materials. (Beyond Borders Logistics)
- Apr. 7, 2026** Consult with your customs broker; if applicable. (Beyond Borders Logistics)
- Apr. 9, 2026** If you are exhibiting heavy equipment, **confirm your move-in time** with the Show Manager.
- Apr. 9, 2026** If you are sending your heavy equipment in advance of show dates, **confirm your drop-off time** with the Show Manager.
- Apr. 9, 2026** Place your order for Lead Retrieval Equipment. (MicroSpec)
- Apr. 9, 2026** Register your booth staff for the people working in your booth (MicroSpec)
- Apr. 12, 2026** Order your booth furnishings or accessories. (STRONCO)
 - [STRONCO Online Ordering](#) Show Code: **529336261**
- Apr. 12, 2026** Order your carpet if you are a bulk space exhibitor. 800 sq. ft and up. (STRONCO)



SHOW CHECKLIST continued

- Apr. 14, 2026** Order phone, fax, or internet lines.
(Encore Telecommunications form)

- Apr. 14, 2026** Make arrangements for any audiovisual requirements or computer rentals.
(Encore)