



PRE-SHOW CHECKLIST

Be sure to COMPLETE each of these before arriving.

- ☐ ✓ Paid your booth in full – [pay now](#)
- ☐ ✓ Reviewed all the [Rules, Regulations and Guidelines](#)
- ☐ ✓ Reviewed On-Site Details prior to arrival. ([Read Details](#))

Finalized Staff Needs:

- ☐ ✓ Registered ALL booth personnel. [Registration info and badge allotment](#)
- ☐ ✓ Booked All [Staff Hotel](#). **Rates confirmed until May 4** or until sold out.
- ☐ ✓ Planned your staff's on-site transportation: [Parking, ride share, shuttle info, etc.](#)
- ☐ ✓ Emailed IAFC Exhibits if having Exhibitor Appointed Contractors (EACs) [EAC Info](#)
- ☐ ✓ Reviewed the [Exhibitor Schedule](#) to make your move-in, show day and move-out plans.
- ☐ ✓ Reviewed the [Show Schedule-At-A-Glance](#) for any pre-planning.

Placed all Vendor Orders for booth needs:

- ☐ ✓ Furniture/Carpet/Labor through [The Expo Group - Manual](#) | **Discount Deadline: May 8**
- ☐ ✓ Submit electrical & telecommunications floorplans to [The Expo Group](#) or call (972) 580-9000.
- ☐ ✓ Audio Visual/Electrical/Internet through [Encore - Order Form](#)

Arranged Shipping to/from ([Shipping Details](#)):

- ☐ ✓ Advance Warehouse: Shipments can **arrive May 8 - June 5** ([Labels](#))
- ☐ ✓ Direct to Site: MUST deliver on **June 8**
- ☐ ✓ Contacted [The Expo Group](#) to arrange outgoing shipments prior to show.
- ☐ ✓ Contacted [The Expo Group](#) if you require a forklift to unload.
- ☐ ✓ Reviewed the [Privately Owned Vehicle Info](#) (if not shipping, but bringing materials in POV).

Marketed / Gained Additional Exposure for Booth:

- ☐ ✓ Viewed the [Marketing Toolkit](#) and begun promoting you are exhibiting via Social Media, Eblast, etc.
- ☐ ✓ Updated Company Listing – [update now](#)
- ☐ ✓ Increased visibility with a [Sponsorship](#) or completed all sponsorship deadlines if already a Sponsor.
- ☐ ✓ Ordered a [Lead Retrieval Unit](#).