



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](#).

Finalized Staff Needs:

- Registered ALL booth personnel. [Registration info and badge allotment](#).
- Register for any [add-on events](#) (exhibitor registration allows Exhibit Hall and General Session access only).
- Booked All [Staff Hotels](#) by **Rates confirmed until July 27** or until sold out.
- Planned your staff's on-site transportation: [Parking, ride share, shuttle info, etc.](#)
- Completed an [EAC Authorization Form](#) (If utilizing EACs) **Due July 11**
- 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/carpeting/electrical/internet through [The Expo Group](#) **Discount Deadline: July 17**
- Submit electrical & telecommunications floorplans in advance to [The Expo Group](#) or call (972) 580-9000.
- Audio Visual through [CCR Solutions](#) **Discount Deadline: July 16**
- Lead Retrieval Units through [American Tradeshow Services](#) **Discount Deadline: July 14**

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

- Advance Warehouse: Shipments can **arrive July 24 - August 7** ([Labels](#))
- Direct to Site: May BEGIN arriving on **August 13** ([Labels](#))
- Contacted [The Expo Group](#) to arrange outgoing shipments prior to show.
- Completed [Material Handling Agreement](#) for outbound shipments with The Expo Group.
- Contacted [The Expo Group](#) if you require a forklift to unload.
- Reviewed the [Privately Owned Vehicle Info & Freight Service](#) (if not shipping, but bringing materials in POV).

If having Apparatus /Vehicle Displays:

- Submitted an [Apparatus/Vehicle Display Form](#) **Due July 11**
- Complete a [Wash Station Request Form](#) to wash a vehicle **by August 13**
- Arranged flooring (MANDATORY for vehicle displays) Provide own or [order](#) carpet, flooring or visqueen.
- Reviewed Move-in Details and Display Guidelines prior to arrival. ([Read Details](#))
- Contacted [The Expo Group](#) with exact equipment specifications prior to finalizing display plans.

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](#) **Due July 25**
- Increased visibility with a [Sponsorship](#) or completed all sponsorship deadlines if [already a Sponsor](#).
- Ordered any Pre- or Post-Show [Attendee Lists](#).