



## 2024 SHOW CHECKLIST

This checklist will help you organize your participation in the show.

- ❑ READ THE MANUAL AND SUBMIT ORDER FORMS PRIOR TO DEADLINES
- ❑ Send guest passes and/or coupons to clients and prospects.
- ❑ Make hotel reservations if required.
- ❑ Order transportation for booth to and from the show site
- ❑ Order all on-site services.
  - Electrical
  - Flooring
  - Display Furniture (tables, chairs, etc)
  - Internet

(Remember that services ordered on-site will cost more and availability is not guaranteed)

- ❑ Pay balance of booth space rental
- ❑ Finalize booth personnel.
- ❑ Make sure you have all parts of your booth before shipping.
- ❑ Confirm and prepare your sales and marketing materials.
- ❑ Plan your booth design and layout.

Make sure your booth conforms to the show rules and regulations.

- All booths **MUST** have floor coverings.
- All visible back walls **MUST** be finished.
- Signage must be single sided, face the aisle, finished on the backside, and cannot be directly attached to the top of the back wall. No handwritten signs allowed.
- The maximum height for the back of a display (including signage) is 8 feet.