

## Show Checklist

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### To Be Done Immediately

- \_\_\_\_\_ Make Hotel reservations, if necessary
- \_\_\_\_\_ Make airline reservations, if necessary

### 4 Months In Advance

- \_\_\_\_\_ Pay balance of booth space rental (By January 15, 2010)

### 2 Months In Advance

- \_\_\_\_\_ Plan booth layout
- \_\_\_\_\_ Send VIP invitations to clients
- \_\_\_\_\_ Make sure customs forms are in order, if necessary

### 1 Month in Advance

- \_\_\_\_\_ Order transportation for both to and from the show site
- \_\_\_\_\_ Order all services for on-site: electrical, furniture, signs, material handling, booth cleaning, etc.
- \_\_\_\_\_ Check to see if all services have been ordered and confirmed. Remember that services ordered on-site will cost more and availability is not guaranteed
- \_\_\_\_\_ Finalize booth personnel and send Exhibitor Badge Request Form to CompuSystems, Inc
- \_\_\_\_\_ Make sure that you have all parts of your booth before shipping. Arrange tools, hammers, tape, markers, etc.
- \_\_\_\_\_ Phone major clients to make sure that they will be attending the show