

- ☐ **ASAP** Book your hotel rooms.
- ☐ **ASAP** Ensure that your booth space is paid for.
All balances must be cleared as per your space contract.
- ☐ **Feb 14 , 2025** Send your Certificate of Insurance to our office.
Proof of insurance is MANDATORY for exhibitors AND exhibitor appointed contactors.
- ☐ **Feb 14 , 2025** Review, sign and send in the "HEALTH and SAFETY Requirements and Compliance Declaration" document. **MANDATORY**
- ☐ **Feb 14 , 2025** Complete the EAC information form, **if** you are using an Exhibitor Appointed Contractor. (other than the Show Management appointed contractor)
- ☐ **Feb 21, 2025** Order your booth extras. (i.e. tables, chairs, plants, TV, VCR, etc.)
(Tessier Exhibit and Show Services)
- ☐ **Feb 21, 2025** Order your carpet if you are a bulk space (800 sq. ft and over)
Exhibitor. (Tessier Exhibit and Show Services)
- ☐ **Feb 28, 2025** Place your order for Lead Retrieval Equipment. (CONEXSYS)
- ☐ **Feb 28, 2025** Register your booth staff for the people working in your booth.
- ☐ **March 5, 2025** If you are sending your heavy equipment in advance of show dates, please **confirm your drop-off time** with the Show Manager.
- ☐ **March 5, 2025** If you are exhibiting heavy equipment, please **confirm your move-in time** with the Show Manager.
(Move-in time will be sent 14 days prior to the event)
- ☐ **March 5, 2025** Consult with your customs broker; if applicable.
(Beyond Borders Logistics)
- ☐ **March 5, 2025** Contact the show carrier to arrange for shipment of booth materials.
(Beyond Borders Logistics)

SHOW CHECKLIST continued

- ❑ **Mar 17, 2025** Place your order for your power requirements. (Électro Performance)
Power is not included in your booth package.
- ❑ **Prior to show** Schedule your appointment to have your equipment pressure-washed prior to your move-in time. (Dr. Detail Inc)