

Exhibitor Check List

Use this helpful tool to mark off completed tasks.

<u>DEADLINE</u>	<u>DONE</u>	<u>TASK/ SERVICE</u>	<u>SERVICE MANUAL REFERENCE SECTION</u>
	(✓)		
Dec 22	<input type="checkbox"/>	Submit Peninsula Booth Drawings to Event Manager for Approval	Show Management Forms
Jan 20	<input type="checkbox"/>	Final Payment Due for Booth Space	Contact the Event Dept
Feb 3	<input type="checkbox"/>	New Product Showcase Entries	Show Management Forms
Feb 22	<input type="checkbox"/>	Hotel Reservations	Housing Bureau
Feb 22	<input type="checkbox"/>	RSVP for the Grand Opening Breakfast	Show Management Forms
Feb 22	<input type="checkbox"/>	Submit Exhibitor Registration	Show Management Forms
TBD	<input type="checkbox"/>	Order Furniture, Carpet, Sign and Artwork, Cleaning, Material Handling, Advanced & Show Site Shipments.	George E. Fern
Mar 1	<input type="checkbox"/>	Submit Insurance Form	Show Management Forms
Mar 2	<input type="checkbox"/>	Order Electricity, Compressed Air, Gas, Water Telephone Service, Sign & Banner Hanging, Internet Network Services.	Lucas Oil Stadium
Mar 9	<input type="checkbox"/>	Trailer Rig Parking Pass (advance purchase)	Exhibitor Information
Mar 20	<input type="checkbox"/>	Advanced Warehouse Receiving	George E. Fern
Mar 21	<input type="checkbox"/>	Show Site Receiving (1 st day of Exhib Move-In)	George E. Fern