



## SHOW CHECKLIST

- ASAP** Book your hotel rooms and make travel arrangements.
- ASAP** Order and distribute your personalized, complimentary pre-registration passes to your valued customers.  
Complimentary pre-registration forms **MUST BE USED** by Apr. 20, 2024.
- Mar. 2, 2024** Ensure that your booth space is paid for.  
All balances must be cleared as per your space contract.
- Mar. 20, 2024** Send your Certificate of Insurance to our office.  
**Proof of insurance is MANDATORY for exhibitors AND exhibitor appointed contactors.**
- Mar. 20, 2024** Review, sign and fax in the "HEALTH and SAFETY Requirements and Compliance Declaration" document. **MANDATORY**
- Mar. 20, 2024** Complete the EAC information form, **if** you are using an Exhibitor Appointed Contractor. (other than Global Convention Services)
- Apr. 5, 2024** Return your **POWER REQUEST FORM**, You **MUST** complete and send in this form by April 17, 2024 to receive power for your booth.
- Apr. 18, 2024** Place your order for any additional power requirements.  
(Global Convention Services)
- Apr. 18, 2024** Order displays, furnishings or accessories. (Global Convention Services)  
(Order by April 18, 2024 for special pricing, Final deadline April 24, 2024)
- Apr. 18, 2024** Place your order for computer or audio-visual rental.
- Apr. 19, 2024** Place your order for Lead Retrieval Equipment. (CONEXSYS)
- Apr. 19, 2024** Register your booth staff for the people working in your booth.
- Apr. 19, 2024** Review the Contract Terms and Conditions for Exhibitors (see enclosed).  
Please contact Show Manager with any questions/concerns.
- Apr. 19, 2024** Contact the show carrier to arrange for shipment of booth materials.  
(Armour Transportation Systems / Beyond Borders Logistics)
- Apr. 23, 2024** Consult with your customs broker; if applicable.  
(Beyond Borders Logistics)