

# EXHIBITOR ACTION CHECKLIST

## What to do and when to do it

**QUESTIONS? CALL CUSTOMER SERVICE AT 207-842-5504**

THINGS TO DO OR ORDER	DO BEFORE THIS DATE – <i>Discounts may apply</i>	FOR DETAILS & ORDER FORM See tab...	DATE COMPLETE
Complete online Show Program listing form		Contact Customer Service	
Badges for booth personnel		Registration/Hotel/Travel	
Return your Exhibitor Appointed Contractor form if using an independent stand builder		Shipping/Delivery/Labor	
Return Booth Approval Form (Approval form indicates who is required to submit)		Rules & Regulations	
Return Temp Food Applications		Rules & Regulations	
Make Hotel reservations		Registration/Hotel/Travel	
Send in Certificate of Liability Insurance		Rules & Regulations	
Electrical Services		Utilities	
Ordered Telephone/Internet Service		Utilities	
Water, air, drain, compressed gas		Utilities	
Booth Cleaning		Other Services	
Security Services		Other Services	
Order a Lead Retrieval system		Other Services	
Ship Freight to Warehouse		Shipping/Delivery/Labor	
Catering/Liquor		Other Services	
Display – Freeman Show Special		Decorations/Furnishings	
Furniture & accessories		Decorations/Furnishings	
Signs & Graphics		Decorations/Furnishings	
Labor		Shipping/Delivery/Labor	
Carpeting		Decorations/Furnishings	
Modular Rental Exhibits		Decorations/Furnishings	
Order Refrigeration Display Equipment		Other Services	
Audio Visual Equipment		Other Services	
Ship Freight to Convention Center		Shipping/Delivery/Labor	

**THE FOLLOWING HAVE NO DEADLINES, BUT THE SOONER YOU ORDER THE BETTER**

Plants		Other Services	
Photographer		Other Services	
Arrange for Customs Clearance		Shipping/Delivery/Labor	
Order Demonstrators		Other Services	
Order Food Prep Equipment		Other Services	

***BENEFITS***	***DRAWBACKS***
If you meet deadlines... <ul style="list-style-type: none"> <li>• You will save money!</li> <li>• You get what you want when you want it.</li> <li>• You have a smoother running show!</li> </ul>	If you miss deadlines... <ul style="list-style-type: none"> <li>• Things will cost more!</li> <li>• Things you need may be unavailable</li> <li>• You may encounter frustrating delays!</li> </ul>
Who can afford not to save money these days?	Why take the chance?