

Pre-show Checklist

Use the checklist below when sending your orders in time to qualify for the discounted advance rate. Refer to your Exhibitor Service Manual for deadlines.

	Service	Deadline	Date Sent	Check #	Date Confirmed	Contact	Show Site Phone#
Freeman Services	Exhibit Rental						
	Installation & Dismantling Labor						
	Furniture/Accessory Rental						
	Carpet Rental						
	Graphics/Signs						
	Material Handling						
	Rigging						
	Ship Freight to Warehouse						
	Booth Package Rentals						
Other Services/Deadlines	Complete Your Show Program Listing Information						
	Select Sponsorships						
	Materials for Show Program Advertising						
	Reserve Advertisement in Show Program						
	New Product Showcase or Competition Deadline						
	Send in Key Buyer Form						
	Order Badges for Personnel						
	Send in Certificate of Liability Insurance						
	Exhibitor Appointed Contractor Form						
	Booth Approval						
	Open Flame Form						
	Lead Retrieval						
	Make Hotel Reservation						
	Plumbing						
	Order Ice						
	Booth Catering/Liquor						
	Health Permit						
	Send in Tax Form						
	Electrical Services						
	Sound Equipment						
	Telephone/Internet						
	Booth Cleaning						
	Audio Visual Equipment						
	Computer Equipment						
	Ship Freight to the Convention Center						
	Plants						
	Security Services						
	Arrange for Customs Clearance/International Shipping						