



CHECK LIST

- Book Accommodations → **Deadline: September 24, 2018**
- Order booth furniture and carpet → **Deadline: October 3, 2018**
- Coordinate shipping and material handling → **Deadline: October 3, 2018**
- Coordinate labour services → **Deadline: October 3, 2018**
- Order sign and banner hanging → **Deadline: October 19, 2018**
- Order electrical services → **Deadline: October 19, 2018**
- Order internet and telephone services → **Deadline: October 19, 2018**
- Order audio visual services/equipment → **Deadline: October 19, 2018**
- Book transportation and/or airport transfer services → **Subject to Availability**
- Submit company profile (for show guide) → **Deadline: September 7, 2018**
- Submit move-in/move-out questionnaire → **Deadline: October 2, 2018**

