

Check List/Due Dates

PLAN NOW! The checklist below has been designed to help you make sure that all necessary items are completed in a timely fashion. Add any special items that you require.

GENERAL ITEMS:

- Complete Exhibit Layout
- Select Literature for Show
- Select Exhibit Personnel
- Mail & Distribute Invitations & Promotional Material
- Hotel Reservations (if needed)
- Travel Reservations

EXHIBITOR FORMS & DEADLINES- SUBMIT ON THE EXHIBITOR PORTAL

- Final payment for space due February 15, 2017
- Credentials Form
- Manufacturer Representatives
- Guest Tickets Form
- Insurance Certificate
- Directory/Web Info
- Rules & Regulations Acknowledgement

Exhibitor Forms Due by February 9, 2018
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EXHIBITOR FORMS & DEADLINES TO BE RETURNED TO THE FOLLOWING:

Note: Do not return these forms to MBIA; they go directly to the contractors below!

Suburban Collection Showplace - Form due to Suburban Collection Showplace by March 15, 2018

Exhibitor Parking Form

Art Craft Display (Order in Advance & Save) All Forms due to Art Craft Display by March 7, 2018

Credit Card Authorization
Rental Furniture Form
Carpet Rental Form
Drayage/Freight Handling
Lift Truck Service Form
Labor Order Form
Signs and Banners Order Form

BOCO Enterprises, Inc. (Order in Advance & Save) Forms due to BOCO Enterprises by March 5, 2018

Utility Order Form
Internet & Connectivity Form

Hotel Reservations – Information Coming Soon