

## **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, 2020
- Credentials Form
- Manufacturer Representatives
- Guest Tickets Form
- Insurance Certificate
- Directory/Web Info
- Rules & Regulations Acknowledgement

Exhibitor Forms Due by February 9, 2020
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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 6, 2020**

*Exhibitor Parking Form*

**Art Craft Display (Order in Advance & Save) All Forms due to Art Craft Display by March 3, 2020**

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 2, 2020**

Utility Order Form  
Internet & Connectivity Form

**Hotel Reservations** – Information Coming Soon