

Pre-Show Checklist

<i>Item/Task</i>	<i>Complete</i>
Advertising	
Audio Visual/Computer	
Badges for Personnel	
Booth Cleaning	
Booth Furnishings	
Carpet	
EAC Form	
Electrical	
Floral/Plants	
Food & Beverage	
Freight Shipping	
Promotional Item Give-aways	
Graphics/Signs	
Hotel Reservations	
Installation & Dismantling Labor	
Internet/Phone	
Lead Retrieval System	
Liability Insurance	
Material Handling	
NJ Sales/Re-sales Certificate	
Photographer	
Plan Your Booth; Update/Rent Booth Display	
Security	
Sponsorships	
Travel Arrangements	