



## Exhibitor Action Checklist

✓	First Steps	Due
	View the <a href="#">Online Exhibitor Services Kit</a>	ASAP
	Make <a href="#">Hotel Reservation</a> through Hilton Hotel	ASAP
	Action Items	
	Order Lead Retrieval ( <a href="#">PDF Link</a> )	ASAP
	First day for Advance Freight shipments at the warehouse	1/23/19
	<a href="#">Download and Review Forms</a>	ASAP
	Advance Order Deadline for all Freeman services	1/29/19
	<a href="#">Order Booth Furnishings</a> : Carpet, Furniture & Accessories, Graphics, Cleaning	1/29/19
	<a href="#">Order Electrical Service and Internet</a>	1/29/19
	Order Audio Visual and Computer Equipment ( <a href="#">PDF Link</a> )	2/15/19
	<a href="#">Register Attendees</a>	ASAP
	Last day for Advance Freight shipments at the warehouse	2/11/19
	Onsite Exhibitor Registration opens at 2:00 pm	2/19/19
	Review Invoices and Verify Costs for General Contractor, Electrical and other Vendors	Ongoing
	Direct Freight Shipments May Arrive at 2:00pm	2/19/19
	Preshow	
	Verify Hotel Reservations	ASAP
	Tracking Info for Freight or Overnight Packages (bill of lading)	Ongoing
	Confirm Airline Information	ASAP
	Client Meetings Scheduled	Ongoing
	Create Staff Packet (phone numbers, emergency meeting place, show info)	ASAP
	Make sure Business Cards are Packed	Ongoing