
















SHOW CHECKLIST

This checklist will help you organize your participation in the show.

3 MONTHS BEFORE THE SHOW

-  Pay balance of booth space rental.
-  Send invitations to clients and prospects.
-  **READ THE MANUAL AND SUBMIT FORMS PRIOR TO DEADLINES**
-  Make hotel reservations.
-  Make airline/car reservations.
-  Order ad in show guide.
-  Be sure you have updated your listing on the www.cmts.ca website for the free show guide listings.
-  Plan your booth layout. Make sure your booth conforms to the show rules and regulations.
-  Order transportation for booth to and from the show site.
-  Make sure customs forms are in order.
-  Order all on-site services such as electrical, furniture, signs, material handling, move-in scheduling, etc. Remember that services ordered on-site will cost more and availability is not guaranteed.

1 MONTH BEFORE THE SHOW

-  Double-check to see if all services have been ordered and confirmed.
-  Finalize booth personnel and register exhibitor badges on-line.
-  Make sure you have all parts of your booth before shipping. Arrange tools: hammers, tape, markers, etc.
-  Confirm and prepare your sales and marketing materials.

