Exhibitor Checklist for 2012 _____ Convention

All forms can be found on the web site under the corresponding trade show.
Please make a copy of this checklist for each show you plan on attending!

☐	Booth Registration Form has been filled out and submitted.	Mandatory
☐	Payment for booth(s) has been submitted.	Mandatory
☐	Convention Sponsorship form has been submitted. (If Sponsoring)	Optional
☐	Overall Sponsorship form submitted for other opportunities	Optional
☐	Maximum Exposure Booth Package form submitted.	Optional
☐	• Logo submitted for web site • E-blast advertisement information submitted • Ad for Connections magazine submitted • Ad for Scene newsletter submitted	
☐	Hotel Reservations Made	Optional
☐	Booth Worker Forms Submitted	Mandatory
☐	Electrical Order Forms Submitted to Hotel	Mandatory
☐	Exhibitor Guidelines and Rules for Hotel have been reviewed	Mandatory
☐	Marketing Tools have been ordered	Optional
☐	Prize for reception drawings have been submitted	Optional
☐	Dinner tickets have been ordered in advance	Mandatory
☐	Booth décor and staff worker dress code coincides with show theme.	Optional
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