

ISSE 2019 EXHIBITOR CHECKLIST

**** Please use this checklist as a guide to make sure you have everything completed before you arrive on show site! ****

- ☐ Paid Balance for Booth
- ☐ Submitted Sponsorship Needs
- ☐ Confirmed Hotel Rooms
- ☐ Submitted TAX ID Form
- ☐ Submitted Approved COI
- ☐ Submitted RAW booth layout for approval (**RAW booths only!**)
- ☐ Registered Exhibitor Badges
- ☐ Submitted EAC Application (as needed)
- ☐ Submitted EAC Notice of Intent Forms to GES (as needed)
- ☐ Scheduled Advanced Shipments to GES
- ☐ Scheduled Direct Shipments to GES
- ☐ Ordered Internet Service
- ☐ Ordered Booth Carpet
- ☐ Ordered Additional Temporary Staffing as Needed
- ☐ Ordered Electrical/AV Services
- ☐ Ordered Additional Booth Security
- ☐ Ordered Lead Management Devices
- ☐ Ordered Flowers/Plants