
















EVENT 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.