

EXHIBITOR CHECK LIST

LONDON

Please print a copy of this checklist to assist you in planning for the Show. To take advantage of "early booking discounts" please note booking deadlines.

Please check your exhibitor manual for details.

DEADLINE DATES

Final Payment	30 days prior to show	<input type="checkbox"/>
Food Sampling Form completed		<input type="checkbox"/>
Badge names	email by March 2, 2012	<input type="checkbox"/>
Hotel booked	February 17, 2012	<input type="checkbox"/>
Decorator (Stronco)	February 24, 2012	<input type="checkbox"/>
(Please note that all booths are draped & carpeted. Order tables, chairs, accessories, etc.)		
Electrical	February 28, 2012	<input type="checkbox"/>
Telephone / Internet	February 28, 2012	<input type="checkbox"/>
Have you made arrangements for your shipment to arrive on site,	March 9, 2012	<input type="checkbox"/>
Parking Pass	NA	<input type="checkbox"/>
Audio Visual ordered		<input type="checkbox"/>
Travel Arrangements made		<input type="checkbox"/>

(The show is over Sunday at 5pm. Booths may not be torn down prior to this.

Please schedule flights accordingly)