

EXHIBITOR CHECK LIST

RALEIGH

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	60 days prior to show	<input type="checkbox"/>
Audio Visual orders	see manual if needed	<input type="checkbox"/>
Badge names	email by February 10, 2012	<input type="checkbox"/>
Decorator (Spirit)	February 10 , 2012	<input type="checkbox"/>

**(Please note that all booths are draped & carpeted.
Order tables, chairs, accessories, etc.)**

Food Sampling	No Permit nec.	<input type="checkbox"/>
Hotel booked	January 23, 2012	<input type="checkbox"/>
Electrical	February 8.2012	<input type="checkbox"/>
Telephone	Call Bell South	<input type="checkbox"/>
Internet	Free WiFi	<input type="checkbox"/>
Parking	Free	<input type="checkbox"/>
Arrangements for your shipment to arrive on site	February 17, 2012	<input type="checkbox"/>
Travel Arrangements made		<input type="checkbox"/>

(The show is over Sunday at 4pm. Booths may not be torn down prior to this.

Please schedule flights accordingly)