



EXHIBITOR CHECKLIST

Thank you for registering for the 2018 World Fitness Expo!

The key to minimizing exhibit costs and to ensure a smooth move-in and successful event is to complete all orders and reservations prior to the deadlines. Below is a check list to help keep you organized!

ACTION	COMPLETE
Final Booth Payment Paid	<input type="checkbox"/>
Ordered Promotional Opportunities <i>(Contact your account manager and see 2018 Marketing Kit for details & deadlines)</i>	<input type="checkbox"/>
Book Hotel <i>(advance rate deadlines: July 2018)</i>	<input type="checkbox"/>
Registered staff for exhibit badges <i>(deadline: August 9, 2018)</i>	<input type="checkbox"/>
Notify canfitpro of samples, giveaway's or booth promotions during the show	<input type="checkbox"/>
Order Exhibitor Booth Services	
Electrical, banner hanging booked (SHOWTECH Power & Lighting) <i>(advance rate deadline: July 25, 2018)</i>	<input type="checkbox"/>
Freeman – Order Booth Furnishings <i>(advance rate deadline: July 18, 2018 - save more by ordering online!)</i>	<input type="checkbox"/>
FMAV – Order any audio visual required <i>(advance rate deadline: July 30, 2018)</i>	<input type="checkbox"/>
Submit shipping & customs forms to Freeman <i>(advance warehouse shipping: July 11, 2018 – August 1, 2018)</i>	<input type="checkbox"/>
Return Fire Safety Reply (MTCC) <i>(deadline: July 8, 2018)</i>	<input type="checkbox"/>
Food Sample Authorization Forms (MTCC)	<input type="checkbox"/>
Parking Pass (MTCC) <i>(advance rate deadline: July 25, 2018)</i>	<input type="checkbox"/>
High Speed Internet Request Form (MTCC) <i>(advance rate deadline: July 25, 2018)</i>	<input type="checkbox"/>