



DESIGNS FOR LIVING
HOME & GARDEN SHOW

EXHIBITOR PREPARATION CHECKLIST

Mandatory Forms

- | | | |
|--------------------------|--------------------|--------------------------|
| <input type="checkbox"/> | Move-In Schedule | Deadline: February 26/10 |
| <input type="checkbox"/> | Exhibitor Badges | Deadline: February 26/10 |
| <input type="checkbox"/> | Proof of Insurance | Deadline: February 26/10 |

Additional Order Forms

- | | | |
|--------------------------|-----------------------------------------------------|--------------------------|
| <input type="checkbox"/> | Stronco - <i>Power & Lighting</i> | Deadline: March 1/10 |
| <input type="checkbox"/> | Stronco - <i>Booths, Furniture & Decorating</i> | Deadline: February 26/10 |
| <input type="checkbox"/> | <i>Audio/Visual</i> | Deadline: February 26/10 |
| <input type="checkbox"/> | Bell - <i>Telephone, Internet/Network Service</i> | Deadline: February 26/10 |
| <input type="checkbox"/> | HECFI - <i>Booth Cleaning Service</i> | Deadline: February 26/10 |
| <input type="checkbox"/> | Promotional Opportunities | Deadline: February 12/10 |
| <input type="checkbox"/> | Show Guide Advertising | Deadline: February 12/10 |

Don't forget to send back all your order forms before the specified date to the supplier or to show management to take advantage of special pricing.

**REMEMBER: ADVANCED ORDERS WITH STRONCO & STAGEVISION
WILL BE GIVEN FIRST PRIORITY! ON SITE ORDERS ARE NOT
GUARANTEED FOR SAME DAY INSTALLATION.**