



# EXHIBITOR CHECKLIST

This checklist is to assist you with important forms and deadlines for the National Home Show. Please take note of the due dates in regards to mandatory forms and this checklist will also save you money with taking advantage of the early bird prices.

The **Online Exhibitor Kit** is filled with all the essentials to keep you informed and organized, including these forms. Additional information on booth guidelines, order forms, marketing information, exhibitor guest ticket program and additional information can be found in the kit. If you want to learn more about marketing promotions and opportunities please don't hesitate to call your Exhibit Sales Consultant.

## Find the exhibitor kit using the link! [nationalhomeshow.com/exhibitor-kit](http://nationalhomeshow.com/exhibitor-kit)

	Where To Send	Deadline Date
<b>Mandatory Forms</b>		
<input type="checkbox"/> Exhibitor Health & Safety Compliance Declaration	BILD	Feb. 6, 2017
<input type="checkbox"/> Certificate of Insurance	BILD	Feb. 6, 2017
<b>Badge Registration</b>		
<input type="checkbox"/> Exhibitor Badge Registration	Microspec	Feb. 17, 2017
<b>Advertising Opportunity</b>		
<input type="checkbox"/> Show Guide Advertising	BILD	Book By Feb. 14, 2017 Materials due Feb. 21, 2017
<b>To Be Sent To Toronto Home Shows (BILD)</b>		
<input type="checkbox"/> Exhibitor Listing	BILD	Feb. 27, 2017
<input type="checkbox"/> Exhibitor Guest Tickets	BILD	Mar. 2, 2017
<input type="checkbox"/> Contest & Giveaway Form	BILD	Feb. 6, 2017
<b>Additional Forms and Deadlines</b>		
<input type="checkbox"/> Rentals (tables, carpet, booth, etc.)	GES	Feb. 17, 2017
<input type="checkbox"/> Electrical	Showtech	Feb. 21, 2017
<input type="checkbox"/> Telephone/Internet	Exhibition Place	Feb. 15, 2017
<input type="checkbox"/> Cleaning	Exhibition Place	Feb. 15, 2017
<input type="checkbox"/> Parking Passes	Exhibition Place	Feb. 15, 2017
<input type="checkbox"/> Transportation	ABF Freight	Feb. 21, 2017
<input type="checkbox"/> Security	GSS Security	Feb. 21, 2017
<input type="checkbox"/> Customs	TWI Group	Feb. 21, 2017
<input type="checkbox"/> Banner Hanging	Exhibition Place	Feb. 15, 2017

### Questions about the forms?

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PRODUCED BY:

