



Pre-Show Exhibitor Check List
BE AWARE OF ALL SHOW DEADLINES

- Fill out and submit the Vision XPO I&D labor order form
- Fill out and return Vision XPO Freight Key Information sheet
- If using credit card, fill out and submit Vision XPO credit card authorization form
- Complete & submit to show management "Notification of Intent to use an exhibitor Appointed Contractor" (EAC) found in show exhibitor kit
- Copy Vision XPO on all orders submitted through exhibitor kit
- Double check all orders placed with show contractor:
 - Electrical order
 - Floorwork (orientation correct?)
 - Booth labor (order submitted?)
 - Hanging Sign order (orientation correct?)
 - Furniture order
 - Special Furniture
 - Phone lines
 - Computer/Internet access
 - Fork-lift (if needed for heavy equipment)
 - Catering
 - AV (audio-visual)
 - Stagehand – lighting/rigging
 - Shipping
 - Advance warehouse
 - Direct to show site
 - Post Show Shipping
 - Warehouse storage
 - Via truck/van line
 - UPS/FedEx (other)
 - Split/multiple shipments