



<input checked="" type="checkbox"/>	EXPO CHECKLIST	SUGGESTED DATE
	Send Payment to Resources for Seniors	Due 30 Days from Registration
	Reserve Booth if not already done	ASAP
	Make Travel/Hotel Reservations (if needed)	ASAP
	If selling an item at booth, send request to RFS	ASAP
	Place orders for all booth related materials (flowers, carpet, signage, promotional materials, displays, etc.)	March 13, 2010
	Send a mailing to your clients (or potential clients) inviting them to visit you at The Expo.	March 16, 2010
	If bringing giveaways to your booth, make sure you have enough! If not, order more! (Call us for some great ideas!)	March 16, 2010
	Review Exhibitor Handbook	May 1, 2010
	Confirm anything you might have ordered for your booth (flowers, giveaways, carpet, signage, advertising materials, etc.)	May 1, 2010
	Review "Exhibiting Success at Tradeshows in your Exhibitor Manual"	May 8, 2010
	Inventory your event supplies. Pick up any last minute items over the weekend (Don't forget the Door Prize!)	May 8, 2010
	Move-In (2:30 PM – 6:00 PM)	May 4, 2010
	Event Day! Please be 'Show Ready' at 8:30 AM	May 5, 2010
	Move-Out (1:00 PM – 2:30 PM)	May 5, 2010
	Follow up with your leads!	May 10, 2010

IMPORTANT NUMBERS & PREFERRED VENDORS:

Resources for Seniors	919.713.1530	Promotion-EI (promotional items)	800.373.5160
NC State Fairgrounds	919.821.7400	Green Effect (plant rentals)	919.847.7227
Southern Exhibition Services	919.687.4970	Vista Print (specialty papers)	vistaprint.com
Exhibit Resources	919.832.4700	Oriental Trading (novelties)	orientaltrading.com