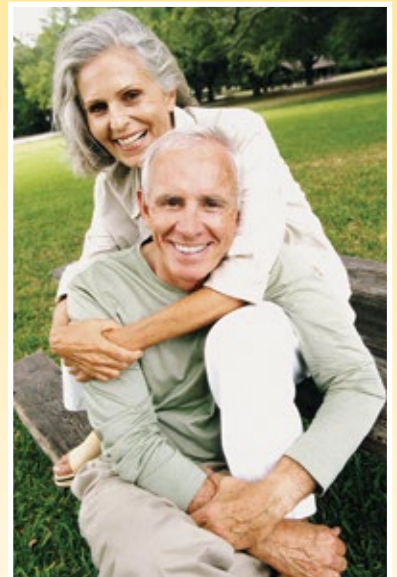


Exhibitor Checklist

SNOWBIRD Extravaganza

Mesa, Arizona • January 14, 2025

- Final payment for booth space
deadline November 29, 2024
- Make hotel arrangements (*link available online*)
deadline Thursday, December 12, 2024
- Place orders for electrical and telephone
(*form available online; must be submitted directly to the Mesa Convention Center*)
deadline January 6, 2025 for advance pricing
- Finalize shipping plans of booth and literature
- Place orders for furniture rental, shipping, labour, cleaning, flowers, etc.
- Confirm staff for your booth space to ensure exhibit is always properly staffed during show hours
- Order Exhibitor Badges for your company personnel.
(*form available online*) *deadline January 6, 2025*
- Check inventories of available literature, giveaways, samples and products for distribution in your booth
- Arrange for adequate insurance coverage



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