Exhibitor Checklist



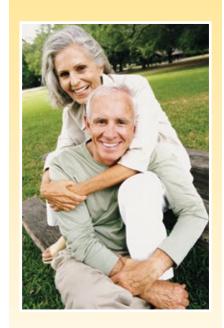
Lakeland, Florida • January 28 & 29, 2025

Final payment for booth space deadline November 29, 2024
Make hotel arrangements (link available online) deadline January 8, 2025
Place orders for electrical, telephone, furniture rental, labour, cleaning, flowers, etc. deadline January 10, 2025 for advance pricing
Finalize shipping plans of booth and literature.
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 17, 2025
Check inventories of available literature, giveaways, samples and products for distribution in your booth.
Arrange for adequate insurance coverage









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