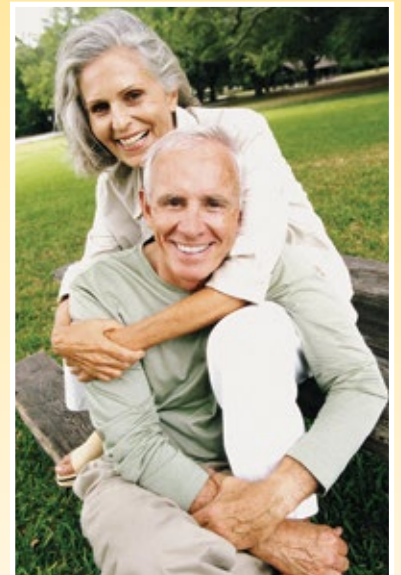


# Exhibitor Checklist

# SNOWBIRD Extravaganza

Mesa, Arizona • February 5, 2024

- Final payment for booth space  
*deadline November 30, 2023*
- Make hotel arrangements (*link available online*)  
*deadline January 3, 2024*
- Place orders for electrical and telephone  
(*form available online; must be submitted directly to the Mesa Convention Center*)  
*deadline January 29, 2024 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 19, 2024*
- Check inventories of available literature, giveaways, samples and products for distribution in your booth
- Arrange for adequate insurance coverage



The Premier Consumer Show for the Mature Market