



Trade and Consumer Show Checklist

Event Date: _____

Completed	Item	Anticipated Completion	Due Date	Comment/Sent On
<input type="checkbox"/>	Signed contract and deposit returned	21 days from contract issue date		
<input type="checkbox"/>	Event Coordinator assigned with client contacted via e-mail and phone Create a due date tickler file	Upon receiving signed contract and deposit		
<input type="checkbox"/>	Tradeshow Contact Information for vendors given to HEC	Upon Receiving signed contract and deposit		
<input type="checkbox"/>	First event meeting set between Client and Event Coordinator Floor plan rough draft completed Booth Electric estimate	Within 1 month from contract being received		
<input type="checkbox"/>	Check contract for second deposit due date	See Contract		
<input type="checkbox"/>	Food Vendors submitted for approval	60 days prior to event		
<input type="checkbox"/>	Insurance Due	30 days prior to event		
<input type="checkbox"/>	Payment Balance Due	14 days prior to event		
<input type="checkbox"/>	Final Floor Plan approved and e-mailed to Event Coordinator with Numbered Booths, Electric, Shipping and Internet forms	14 days prior to event		
<input type="checkbox"/>	Final Invoice and Balance due	7 days prior to event		
<input type="checkbox"/>	Add-on charges provided to client and due the day of event	Day of Event		
<input type="checkbox"/>	Damage Deposit Refunded	30 days after event		