

## Checklist & Important Dates

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|------------------------|---|
| To reserve booth space | <input type="checkbox"/> Booth Space Contract submitted, fillable pdf, fill, save, and return.                              |
|                        | <input type="checkbox"/> Deposit paid (30% of total booth cost)   |
|                        | <input type="checkbox"/> Program Guide and Online Listing (optional upgrades include logo)                                  |
| August 1, 2016         | <input type="checkbox"/> Booth space held at show released without contract and payment                                     |
| September 26, 2016     | <input type="checkbox"/> Sponsorship Agreements and logos sent to WPSS to be included in registration promotional materials |
| November 15, 2016      | <input type="checkbox"/> Balance Due for booth space  |
| November 15, 2016      | <input type="checkbox"/> Exhibitor Service Kit link sent by e-mail (to exhibitors paid in full)                             |
| January 15, 2017       | <input type="checkbox"/> Total Booth Space Balance Due  |
| February 4, 2017       | <input type="checkbox"/> Deadline for information to be included in Show Program Guide                                      |
|                        | <input type="checkbox"/> Company listing information reviewed and updated.  |
| February 4, 2017       | <input type="checkbox"/> Sponsorship & Advertising materials (art, logos)   |
| February 23, 2017      | <input type="checkbox"/> Blaine Convention Services Incentive Rate Order deadline   |
| March 6, 2017          | <input type="checkbox"/> New Product Showcase form returned   |
| March 7, 2017          | <input type="checkbox"/> Water fill form returned   |
| March 8-9, 2017        | <input type="checkbox"/> Exhibitor Set up   |
| March 9, 2017          | <input type="checkbox"/> Exhibits open  |
| March 11, 2017         | <input type="checkbox"/> Exhibitor move-out   |

