

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, 2018 | <input type="checkbox"/> Booth spaces held at show released without contract and payment |
| October 26, 2018 | <input type="checkbox"/> Sponsorship Agreements and logos sent to WPSS to be included in registration promotional materials |
| November 15, 2018 | <input type="checkbox"/> Balance Due for booth space |
| November 15, 2018 | <input type="checkbox"/> Exhibitor Service Kit link sent by e-mail (to exhibitors paid in full) |
| January 15, 2019 | <input type="checkbox"/> Total Booth Space Balance Due |
| February 3, 2019 | <input type="checkbox"/> Deadline for information to be included in Show Program Guide |
| | <input type="checkbox"/> Company listing information reviewed and updated. |
| February 3, 2019 | <input type="checkbox"/> Sponsorship & Advertising materials (art, logos) |
| March 1 , 2019 | <input type="checkbox"/> Blaine Convention Services Incentive Rate Order deadline |
| March 10, 2019 | <input type="checkbox"/> New Product Showcase form returned |
| March 10, 2019 | <input type="checkbox"/> Water fill form returned |
| March 20-21, 2019 | <input type="checkbox"/> Exhibitor Set up |
| March 21, 2019 | <input type="checkbox"/> Exhibits open |
| March 23, 2019 | <input type="checkbox"/> Exhibitor move-out |

