

# EXHIBITOR CHECK LIST

## LONG-TERM PLANNING:

	Completed:
<b>Contact Show Decorator</b> (carpet, cleaning, furniture, signage, labor)	
<b>Travel Reservations</b> (hotel, air, RV spaces *Note: Cut-off dates)	
<b>Obtain current permits for <u>each show</u> city</b>	
<b>Report Permit Numbers to ISE by Dec. 1, 2003</b> (BT410D-California Sellers Permit and Food Handlers Permits; page 12)	
<b>Shipping Arrangements for booth and inventory</b>	

## BEFORE YOU LEAVE:

	Completed:
<b>Test booth set-up: Set it up &amp; check the lighting</b>	
<b>Review Exhibitor Kit for Set-up times and Show Hours</b>	
<b>Check your booth size and location for each show</b>	

## BRING TO THE SHOW:

	Completed:
<b>ISE Exhibitor Kit for your reference!</b>	
<b>Your Seller's Permits and display them at each show</b> (page 10)	
<b>Your Food Handler's Permit (if applicable)</b>	

## ***INTERNATIONAL SPORTSMEN'S EXPOSITIONS***

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