

# MCEE 2019 CHECKLIST

Use this checklist to stay organized



## Due ASAP:

- Complete or update Online Show Guide Listing – [www.mcee.ca](http://www.mcee.ca)
- Read the Exhibitor Manual, make note of form submission deadlines

## 5 Months before the Show:

- Due October 31, 2018: Pay remaining balance of booth space

## 4 Months before the Show:

- Send out invitations to clients and prospects
- Confirm that all order forms have been submitted
- Make hotel reservations
- Make airline or car reservations
- Plan your booth layout. Review all sections under Booth Information of the Exhibitor Manual to make sure your booth conforms to show rules and regulations
- Contact Customs Broker and make sure customs forms are in order
- Order transportation for booth, to and from the show site
- Order all necessary booth services such as: booth cleaning, sign hangings, electricity, lead retrieval, etc. **Save money order before the deadline!**

## 1 Month before the Show:

- Confirm that **ALL** services have been ordered
- Register your staff online for exhibitor badges
- Double check that you have all parts and materials before shipping
- Prepare marketing materials for booth and review marketing tips