MCEE EXPO 2027 CHECKLIST

Your roadmap to a seamless show

Due ASAP

❒ Complete or update online Exhibitor Listing

❒ Read the Exhibitor Manual and make note of form submission deadlines

3 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 Rules and Regulations of the Exhibitor Manual to make sure your booth conforms to the show rules and regulations

❒ If you are using a design house to design and build your booth, have the supplier complete the Exhibitor Appointed Contractor form and have the booth design approved by Show Management at p.gramsch@ciph.com

❒ If you are planning to use a vehicle in your booth, contact Show Management for approval at p.gramsch@ciph.com

❒ Contact Customs Broker and make sure customs forms are in order

❒ Order transportation for booth, to and from the show site

❒ Register your show staff for badges

❒ Order all necessary booth services such as booth cleaning, sign hangings, electricity, lead retrieval, etc. **Save money by ordering before the deadline!**

❒ Submit insurance certificate

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