



General Show Checklist

This does NOT cover all items for the show.

Please consult the Vendor Kit & Manual for a complete guide.

<https://www.coloradogiftshow.com/vendor-kit>

- Exhibit Space Contract Complete _____

- Read Vendor Manual _____

- Carpet/Flooring Ordered (required for entire booth) _____
 - Your booth space floor will need to be completely covered

- Decorating/Drayage Ordered _____

- Utilities Ordered (Electric, Wifi, Hardlines) _____
 - Recommend at least 1 **WiFi** connected device to process credit cards (WiFi code cannot be shared between devices)

- Holiday Décor for booth _____

- Sales and Use Tax License Arranged _____

- Insurance Established _____

- Exhibit Staff Arranged/ Trained _____

- Travel Arrangements & Hotel Reservations _____

- Final Payment made by October 15th _____