



## General Show Checklist

This does NOT cover all items for the show.

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

<https://www.kcholidayboutique.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
  - **Vendors may provide their own flooring**
  
- 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 15<sup>th</sup> \_\_\_\_\_