



## Exhibit Planner

### MONTEREY 2008 MEETING CHECKLIST

Meeting Dates:	October 26- October 30, 2008
Exhibit set-up Dates:	October 27 (12noon – 8:00 pm)
Exhibit Show Dates:	October 28-29, 2008
Exhibit move-out Date:	October 29 (after 2pm)
(Preliminary schedule – subject to change)	

- Send in Exhibitor Application & Booth Deposit by June 30, 2008
- Receive Confirmation
- Receive Booth Assignment Notification & Invoice
- Send in Final Booth Payment by August 25, 2008
- Review Corporate Sponsorship Opportunities, Advertising
- Receive Updated Meeting Information and Registration Forms
- Register Online by October 15, 2008
- Make Hotel Reservations by August 30, 2008
- Make Airline/Transportation Reservations
- Distribute Meeting Information to all Show Personnel
- Receive Exhibitor Service Kit
- Send Back Forms For Freight, Installation Requirements, Etc
- Ship Freight and Booth Materials For Customs, Storage and Delivery
- Give Final Instructions and Program Information to Show Personnel

**NOTES:**