



You can now access your official Exhibitor Kit online. Simply click on the Exhibitor Kit tab at the bottom left corner of the website homepage.

## **SHOW CHECKLIST**

| ✓ FORM                            | SUPPLIER                   | DATE DUE      |
|-----------------------------------|----------------------------|---------------|
| □ Extra Exhibitor Badges          | Marketplace Events         | Jan. 3, 2020  |
| □ Guest Ticket Orders             | Marketplace Events         | Jan. 3, 2020  |
| □ Rentals (Furniture/Carpet etc)* | Trade Show Supply<br>House | Jan. 9, 2020  |
| □ Electrical*                     | Hollywood Lights           | Jan. 9, 2020  |
| □ Exhibitor Listing               | Marketplace Events         | Jan. 15, 2020 |
| Proof of Insurance                | Marketplace Events         | Jan. 15, 2020 |

\* Advanced Rate Deadlines

## ALL FORMS & CONTACT NUMBERS ARE AVAILABLE AT:

TacomaHomeAndGardenShow.com

## QUESTIONS?

Michelle Derbes 206.620.0939 michelled@mpeshows.com If you want more bang for your buck, ask your Exhibit Sales Consultant about sponsor options like web ads, show guide ads, social media promotions and more.