



Pre-Event Checklist

45 days before your first show day (or before):

- Exhibit trade show & General Session floor plans submitted to Convention Service Manager for Fire Marshal approval (must occur prior to assigning space)
- Preliminary event requirements (i.e. schedule, set-up needs, number of attendees)
- Insurance form
- Rental balance due (unless otherwise stated in contract or notified by accounting)
Made contact with:
 - TCC Security Manager (Security guards, Loading Dock usage, temp. staff, police, etc.)
 - Aramark (Exclusive food & beverage)
 - Edlen (Exclusive electric & utilities)
 - Encore (Audio visual & exclusive rigging)
 - Smart City (Exclusive Internet & telecommunications)
 - The UPS Store (Package handling, on-site printing services, branding/signs)
 - Xpodigital (Digital signage)
- Static branding/cling & rigging requirements to be coordinated with Encore

30 days before your first show day:

- Final event requirements (meeting room floorplans, access times, event schedule)
- Changes to the original floor plan must be resubmitted to the Fire Marshal
- Staffing plan must be approved which includes security guard, paramedic, fire watch personnel

14 days before your first show day:

- Signed cost estimate/ancillary expenses to be provided
- Signed event resume confirming all event needs and schedule

7 days before first show day:

- Payment due for ancillary expenses

Please note, once rooms are set, change fees apply.