



TRADE SHOW CHECKLIST

So, you do not miss any TLOMA deadlines, here is an easy checklist to follow!

	<p>Pay remaining balance if outstanding DEADLINE: on/before Thursday, August 16th, 2018</p>
	<p>Complete Trade Show Equipment & Name Badge Form DEADLINE: on/before Thursday, August 16th, 2018</p>
	<p>Book Accommodations DEADLINE: on/before Friday, September 7th, 2018</p>
	<p>Submit Certificate of Insurance deadline (see page 10 of Trade Show Manual for instructions) DEADLINE: on/before Thursday, August 16th, 2018</p>
	<p>Ship booth materials to White Oaks Resort Shipments not accepted prior to Monday, September 24th, 2018</p>