

VENDOR CHECKLIST

CHECKLIST	RETURN BY	PENALTY	RETURN TO
Booth Fee Payment in Full	ASAP	Required to exhibit	Competitor Group, Inc.
Temporary Food Service Appliation	31-Aug	Unable to sample food/beverage	The Office of Food Protection
Electric Service	23-Aug	Loss of pre-show discount	PCCA
Audio Visual Equipment	23-Aug	Loss of pre-show discount	PCCA
Telephone & Internet Service	23-Aug	Loss of pre-show discount	PCCA
Optional furniture & accessories	23-Aug	Loss of pre-show discount	Xpert
Xpert Labor Orders	23-Aug	NA	Xpert
Booth Cleaning & Porter Service <i>Porter Service is required to sample food or beverages, and for companies generating large amounts of trash.</i>	23-Aug	NA	Xpert
Sampling Forms <i>Appliation to sample food/beverage</i>	31-Aug	Unable to sample food/beverage	Aramark
Certificate of Insurance <i>Naming Competitor Group, Inc. as additional insured</i>	14-Sep	Required to exhibit	Competitor Group, Inc. Laura Badali (lbadali@competitorgroup.com)
Business License/Sales Tax Application <i>Required if selling products at the Expo</i>	31-Aug	Government penalties	www.revenue.state.pa.us
Expo Freight Arrival Schedule <i>Freight shipped to warehouse</i> <i>Freight shipped to show</i> <i>Returning Freight</i>	7-Sep 13-Sep 15-Sep	Returned to shipper Returned to shipper Lost décor/merchandise	Xpert or your own shipper