

PRE-SHOW CHECKLIST

*Keep this checklist handy to assist you with your preparation for
TCI EXPO.*



ITEM	DEADLINE	COMPLETED
TCIA – forms to be sent to TCIA		
1. Personally Owned Vehicles Form	September 8, 2017	<input type="checkbox"/>
2. Demonstration Agreement	October 6, 2017	<input type="checkbox"/>
3. Exhibitor “Thank You” Breakfast Invitation	October 6, 2017	<input type="checkbox"/>
4. Bulk Space Move-In Form	October 6, 2017	<input type="checkbox"/>
Hotel		
5. Hotel Reservations Cut-off Date		
Host Hotel: Hyatt Regency Columbus	October 6, 2017	
Crowne Plaza – Columbus Downtown	September 30, 2017	
Drury Inn & Suites Columbus Convention Center	October 4, 2017	
Red Roof Inn PLUS+ Columbus Downtown	September 30, 2017	

Greater Columbus Convention Center Services

Go here for contact information and links to place your order:

<https://columbusconventions.com/exhibitors/>

Fern Exposition & Event Services – contact Kelly Weldy at 317-635-9606 with any questions

Go here to order furnishings and services for your booth:

**FOR THE EARLY BIRD DISCOUNT, ORDERS MUST BE PLACED BY OCTOBER 16, 2017*;
(PLEASE NOTE THERE ARE A COUPLE EXCEPTIONS, CHECK WITH FERN)**

**Prices are subject to an increase after this date, no exceptions.*