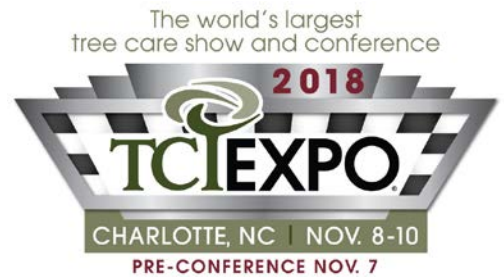


PRE-SHOW CHECKLIST

*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 14, 2018	<input type="checkbox"/>
2. Demonstration Agreement	October 12, 2018	<input type="checkbox"/>
3. Bulk Space Move-In Form	October 12, 2018	<input type="checkbox"/>
Hotel		
4. Hotel Reservations Cut-off Date (<i>Hotels will most likely sell out before the cut-off date so book soon! Check our website for up-to-date hotel information.</i>)		
Host Hotel: The Westin Charlotte	SOLD OUT	
Hampton Inn Charlotte Uptown	October 22, 2018	
Hilton Garden Inn Charlotte Uptown	October 22, 2018	
Hyatt Place Charlotte Downtown	October 14, 2018	

The Charlotte Convention Center Services

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

<https://www.charlottemeetings.com/charlotte-convention-center/services>

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

Go [here](#) to order furnishings and services for your booth. You will need an login and password that will be emailed directly to you from Fern.

**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.*