



SHOW MANAGEMENT MANDATORY FORMS CHECKLIST

Here is a list of the mandatory forms, orders and information that EVERY exhibitor must return to **LCT SHOW MANAGEMENT**.

Additional forms may be required depending on the configuration of your exhibit. Please review the complete Exhibitor Service Kit to determine which forms are necessary for you.

DUE MARCH 1ST

Submit to Show Management

(Vehicle displays only. If you are not bringing a vehicle, you do not need to complete this form.)

- Proof of Insurance - [CLICK HERE](#) to Order Insurance**
- Send in Proof of Insurance to Show Management - [CLICK HERE](#) to send in proof of Insurance**
- Emergency Contact Information - [CLICK HERE](#) to fill out online.**
- Display Rules Agreement - [CLICK HERE](#) to fill out online.**
- Vehicle Specifications & Booth Layout (Vehicle displays only.) [CLICK HERE](#) to fill out online.**
- Badge Allotment Agreement - [CLICK HERE](#) to fill out online.**

DUE MARCH 9TH

Submit to Show Management

- Official Mobile App Listing - [CLICK HERE](#) to fill out online.**

DUE MARCH 9

Highly Recommended!

Submit to Custom Registration

- Booth Staff PRE-Registration**

You will be sent your custom login credentials via email to the contact on our space application. Registrations can be handled onsite, but we highly recommend adding this to your mandatory to-do list and checking it off before leaving for the Show!