



# Wing Ding 39 Event Checklist



## Complete this checklist as you prepare for Wing Ding 39!

- Visit [www.wing-ding.org](http://www.wing-ding.org) for lodging reservations, including host hotels and camping options.
- Exhibitor and Sponsorship fees are paid in full.
- Onsite marketing options (see form in kit) have been completed.
- Sales Tax Permit ([www.comptroller.texas.gov](http://www.comptroller.texas.gov)) has been obtained.
- Permission for trailer/vehicle sales and displays ([www.txdmv.gov](http://www.txdmv.gov)) have been obtained.
- Vehicle Display Permit application (included in kit) has been sent to show management office, if applicable.
- Move - In Memo (included in kit) sent to show management office.
- Copy of COI (Certificate of Insurance) sent to show management office.
- Exhibitor services (electrical, shipping, tables, etc.) have been ordered at [www.wing-ding.org](http://www.wing-ding.org). (Discount Deadline is August 7, 2017.)
- Travel route has been determined.

Please feel free to contact us should you have any questions or need additional information. Call 602.445.6930 or email [suzanne@kktevents.com](mailto:suzanne@kktevents.com).

Again, thank you and we look forward to seeing you at the show!