



# Wing Ding 40 Event Checklist



## Complete this checklist as you prepare for Wing Ding 40!

- 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 and sent to show management office.
- Sales Tax Form complete and sent to show management office.
- 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 13, 2018.)
- 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!