

Licensee Checklist

Initial Process

Date Completed

Signed License Agreement including initial deposit due (if required) _____
Second rental payment due (if required) _____
Final rental payment due (if required) _____
Signed Catering Service Agreement including Payment _____
One (1) set of preliminary floor plans for exhibit space is due to your Event Manager
for review and Fire Marshall Approval (if applicable) PRIOR to selling exhibit space _____

Three (3) Months Prior To the Event

Date Completed

You will receive your first introduction letter reminding you what information
your Event Manager needs _____

Two (2) Months Prior To the Event

Date Completed

You will receive a second reminder letter noting what information your
Event Manager still needs _____

Due One (1) Month Prior To the Event

Date Completed

Labor Requests (security, medical, admission and box office staff) _____
Transportation Information to the Event Manager _____
Exhibitor and Event Parking Needs to Event Manager _____
Completed Function Sheets with all Utility needs to the Event Manager _____
Exhibitor lists to the Event Manager and Exhibitor Services _____
Final program and "as sold" floor plans to the Event Manager _____
Completed Insurance Certificate to the Event Manager _____
Set pre-convention/post-convention meeting as needed with OCC _____
You will receive your 3rd and final reminder letter noting what information your Event Manager
still needs and the fees that will incur if any further delay _____

Due Fourteen (14) Days Prior To the Event

Date Completed

Final Audio Visual (AV) Bid information, if applicable. _____

Due 3 to 5 Business Days Prior To the Event (based on expected attendance)

Date Completed

Catering guarantee numbers are due to your Catering Sales Manager _____

*****Failure to provide information above by the established deadline may result in
additional fees and labor charges**