



# EXHIBITOR CHECKLIST

Our focus is ensuring you have a successful exhibiting experience at the HAuNTcon. We have put together a step-by-step checklist that serves as a reminder for upcoming deadlines and explains the many marketing opportunities that we hope you take advantage of.

Booth Needs & Logistics		
Action	Deadline	Check when Complete
<b>Review the Online Vendor Manual</b> This <a href="#">online manual</a> has all of the information you need for ordering, booth set up and more.	Ongoing	
<b>Book Hotel &amp; Travel</b> View our <a href="#">hotel &amp; travel page</a> for booking and discounts at the official Haunters Hotel, the SpringHill Suites.	Book early for best selection of property and rates	
<b>Lead Retrieval Early Bird Deadline (for tracking your leads from the Show)</b>	November 26, 2018	
<b>Lead Retrieval Advanced Deadline</b>	December 12, 2018	
<b>Advanced Freight Receiving Start (for shipping to the Freeman warehouse)</b>	December 26, 2018	
<b>Discount Price Deadline (Booth Furnishings, Labor, etc.)</b>	January 2, 2019	
<b>Convention Center Utilities Ordering Advanced Deadline (Electrical, Internet, etc.)</b>	January 2, 2019	
<b>Advanced Freight Deadline (Shipments after this date will be accepted at an additional fee)</b>	January 15, 2019	
<b>Order Booth Staff Badges</b> Log in to the <a href="#">Online Vendor Portal</a> to order your badges. Use the password that was sent in your booth confirmation email. If you have lost your password, please contact Kenzie Jones at <a href="mailto:kenzie.jones@urban-expo.com">kenzie.jones@urban-expo.com</a>	January 23, 2019	
<b>Review the Decorator/Convention Center Order Forms</b> Review the <a href="#">Freeman page</a> to order items for your booth.	Discount Deadline January 2, 2019	
Market Your Presence at the Show		
Action	Deadline	Check when Complete
<b>Update Your Online Vendor Listing</b> Log in to the <a href="#">Online Vendor Portal</a> to update your company information and select the product categories that you will be offering at the Show.	November 9, 2018	
<b>Add New Products to Your Online Vendor Listing</b> Log in to the <a href="#">Online Vendor Portal</a> to upload new products you will be offering at the Show.	November 9, 2018	
<b>Add Show Specials to Your Online Listing</b> Log in to the <a href="#">Online Vendor Portal</a> to upload the exclusive deals and discounts you will be offering at the Show.	ASAP	
<b>Download the Official "I'm Exhibiting" Brag Badge</b> Invite your customers and prospects to the Show with a <b>FREE 3-DAY TRADESHOW ONLY PASS</b> . Share the <a href="#">badge</a> and be sure to link to <a href="#">this page</a> .	ASAP	
<b>Book Your Sponsorship Opportunity</b> View the <a href="#">Media Kit</a> for information on all available options. Special programs can be designed to meet your company's needs.	ASAP	