

2023 EXHIBITOR CHECKLIST

JULY
28

Expo Date:
Friday, July 28, 2023
Monterey, California USA



ITEM

COMPLETE BY

	ITEM	COMPLETE BY
April	<input type="checkbox"/> Book your hotel reservations rooms sell out quickly.	Right Away
	<input type="checkbox"/> Begin registering booth personnel Badges will not be mailed out, they will be picked up on site at registration	Right Away
	<input type="checkbox"/> Subscribe to Exhibitor Central to receive important updates/deadlines	Right Away
	<input type="checkbox"/> Review exhibitor setup information located in the exhibitor service kit	Right Away
	<input type="checkbox"/> Last day to receive a refund for booth cancellations	April 14
May	<input type="checkbox"/> Update directory listing for online/mobile directory (login with your Exhibitor ID & Password)	Right Away
	<input type="checkbox"/> Take advantage of promotional opportunities that come with your booth (attendee list, press releases and more)	Right Away
	<input type="checkbox"/> Review booth display guidelines and other rules and regulations	Right Away
June	<input type="checkbox"/> Complete booth orders (furniture, electric, catering, insurance, etc.) before July 10 to receive all discounts	Right Away
	<input type="checkbox"/> Advance Shipments will be accepted at the Tricord warehouse from June 26 - July 25	June 26
	<input type="checkbox"/> Identify and train booth staff on ways to engage attendees and stand out to the Best of Show Judges	Right Away
	<input type="checkbox"/> Access attendee list and market to prospective customers (login into your IFPA account)	Right Away
	<input type="checkbox"/> Early Bird Registration Deadline - Last day to register for discount rates (badges available on-site)	June 30
July	<input type="checkbox"/> Hotel Reservation Deadline - Last day to make reservations or cancel without penalty	July 5
	<input type="checkbox"/> Booth Order Discount Deadline - Place orders for furniture, electric, catering, insurance, etc. before July 10 to receive all discounts	July 10
	<input type="checkbox"/> Advance Shipment Deadline - Last day Tricord will accept shipments at the Advance Warehouse	July 25
	<input type="checkbox"/> Direct Shipments of perishable product and booth materials will be accepted at exhibit site July 26 - July 28	July 28
August	<input type="checkbox"/> Follow up on your leads! Download the attendee list and keep the conversations going long after the show.	August 1
	<input type="checkbox"/> Submit 2024 booth application starting August 3 at 11 a.m. EDT (booth assignments are done in order applications/payments are received).	August 3