














STEP-BY-STEP CHECKLIST

Use this Exhibitor Checklist to help you prepare for a successful Vision Expo West!

Action	Deadline	Completed
BOOTH NEEDS & LOGISTICS		
 1. Sign Contract	ASAP	
 2. Update & Complete Your Company Information and Product Categories Stand out from your competition by uploading your company logo and information about your products & services in the Exhibitor Hub . This free tool is imperative to driving new business to your booth and increasing potential sales leads.	Ongoing	
 3. Book Travel and Hotel Check out our website for more information on hotel & travel discounts.	Discount Deadline: August 15, 2024	
 4. Review Exhibitor Manual The online exhibitor manual contains all of the information, discount deadlines, forms and contacts you need to help you plan for the Show.	Ongoing	
 5. Order Booth Furnishings and Additional Booth Needs Review your options for booth furnishings and contact Freeman to order. View the online exhibitor manual for more information and deadlines about other booth needs.	August 26, 2024	
 6. Order Staff Badges Your main company contact will receive an email at the end of July to register your booth staff. All booth staff at the show need to be registered.	Ongoing	
 7. Move-In Information and Procedures View information regarding shipping, targeted move-in map, quick facts & more.	Warehouse Shipping: August 19 - September 11 Showsite Shipping: No earlier than September 16	
 8. Download Lead Retrieval Download the Emperia app for free to easily scan and collect leads at the show.	Ongoing	
MARKET YOUR PRESENCE AT THE SHOW		
 1. Maximize Exposure Add Show Specials, press releases, products, photos and videos and much more to your Exhibitor Hub to increase your exposure prior to the Show.	Ongoing	
 2. FREE Customer Invitation Program Increase your booth traffic by communicating your presence to your customers and prospects using your free customer invitations. Not to mention, you'll save them \$150 on admission to the exhibit hall! If you didn't receive your unique link, please contact kayla.bratton@rxglobal.com . (Customer Invitation Program will launch mid July)	Ongoing	
 3. Press and Media Opportunities View the PR How To Guide or contact Jen Cullen Williams at jen@jencullenwilliams.com	Ongoing	
 4. Review Advertising and Sponsorships Explore advertising and sponsorship opportunities such as signage, education, Product Gallery, signage, & more) here .	Ongoing	

Contact Customer Success Team with any questions or if you need assistance.

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