



Exhibitor Checklist

We’re thrilled you’ve chosen to exhibit at Prosper Show! Below you’ll find information on the most important tools, tips, and action items for a successful event—from event logistics and marketing your presence to registering staff badges and booking your hotel. Take note of the discount deadlines, which can get you significant savings. on exhibiting expenses.

Action	Deadline
Update Your Company Description and Product Categories Put your best foot forward in driving awareness for your company and increasing your leads by uploading information in the Exhibitor Console about your company and the products and services you offer.	ASAP Attendees are browsing now!
Register Booth Staff Register your staff for exhibitor badges through the Exhibitor Console . Login and click on “Exhibitor Badge Registration.”	Ongoing
Review the Exhibitor Services Manual The Exhibitor Services Manual is your complete resource for everything you need to exhibit at Prosper Show, including electrical, internet, catering, shipping and more.	Ongoing
Order Lead Retrieval Easily and instantly capture contact and demographic data of attendees at the show. Click here to order.	Feb 4
Shipping Shipping is the movement from your facility to the show site or advanced warehouse. Visit the Exhibitor Services Manual to access shipping labels.	Advance Warehouse: Feb 11 - Mar 8 Show Site: Not before Mar 13
Order Booth Furnishings, Accessories, Signs & Graphics Tables, chairs, carpeting, signage and more are available through Freeman. Click here to order.	Feb 21
Order Internet, Telephone, Electrical and Catering Internet, Telephone Eleectrical, Food and Beverage is available through Mandalay Bay. Click here to order.	Feb 22
Book Your Hotel Take advantage of discounted rates through our official partner, EventSphere .	Feb 24
Utilize FREE promotional materials to invite your customers to Prosper Show - COMING SOON Invite your customers to the show with customized materials that include a promo code offering \$100 off on conference passes.	Ongoing