

Prepare for success at Functional Fabric Fair New York with this step-by-step checklist!

Action	Deadline	Completed
<p>1 Update & Complete your Company Listing</p> <p>The Exhibitor Dashboard connects you to your most powerful marketing tool: your online directory listing. A complete listing with product images, product categories, show specials and social media links will ensure great exposure and generate more pre-show leads and recommendations.</p>	Ongoing	
<p>2 Review the Exhibitor Manual</p> <p>The exhibitor manual will give you complete A-Z information about everything show-related, including forms and contacts you will need. Ordering early will save you up to 30% – click here to review the information.</p>	Discount Pricing until 9/16/22	
<p>3 Invite your Customers</p> <p>The customer invitation program allows you to invite your customers to attend the Fair on your behalf for FREE. This is a great marketing tool that ensures that your key and prospective clients personally visit your booth at Functional Fabric Fair. Click here to request CIP invites. PLEASE NOTE: You must register first in order to request your CIP invites.</p>	Ongoing	
<p>4 Order Booth Furnishings and Electricity</p> <p>Our official contractor, FB offers a discounted rate on furnishings for your booth like tables, chairs, carpeting, and electricity. Click here to order your booth furnishing and click here to order electricity.</p>	Discount Pricing until 9/16/22	
<p>5 Register Booth Staff</p> <p>You can register your staff for exhibitor badges through the Exhibitor Registration Dashboard. Click on the link that reads: Register Your Staff.</p>	Ongoing	
<p>6 Review Shipping & Material Handling Information</p> <p>You have two shipping options: ship to the warehouse before the show, or ship to the show site.</p> <p>Review Material Handling information and pricing rates here.</p>	Warehouse: Discount: 8/22–9/16 Regular: 9/19–10/3 Show Site: 10/25	
<p>7 Book Hotel & Travel</p> <p>Be sure to take advantage of our discounted hotel rates. Click here for rates and availability.</p>	10/4/22	
<p>8 Review Move in</p> <p>Review move in and move out times and procedures as well as FB Quick Facts here for any questions you may have prior to the show.</p>	Ongoing	
<p>9 Review Lead Retrieval Information</p> <p>View more information on our Lead Retrieval App, Emperia, here.</p>	Ongoing	
<p>10 Submission for Company Sign</p> <p>As a part of your booth package onsite you'll receive a sign with your company's logo, company name, booth number and country. Please complete this form and send to FB via www.wetransfer.com. Please send a confirmation to customerservice@fbinternational.net after submitting artwork.</p>	9/16/22	

For any questions or concerns, please reach out to:

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