

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

	Action	Deadline	Completed
1	<p><b>Update &amp; Complete your Company Listing</b></p> <p>The <a href="#">Exhibitor Dashboard</a> 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	
2	<p><b>Review the Exhibitor Manual</b></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% – <a href="#">click here</a> to review the information.</p>	Discount Pricing until 6/20/22	
3	<p><b>Invite your Customers</b></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. <a href="#">Click here</a> to request CIP invites.</p> <p>PLEASE NOTE: You must register first in order to request your CIP invites.</p>	Ongoing	
4	<p><b>Order Booth Furnishings and Electricity</b></p> <p>Our official contractor, FB offers a discounted rate on furnishings for your booth like tables, chairs, carpeting, and electricity. <a href="#">Click here</a> to order your booth furnishing and <a href="#">click here</a> to order electricity.</p>	Discount Pricing until 7/3/22	
5	<p><b>Register Booth Staff</b></p> <p>You can register your staff for exhibitor badges through the <a href="#">Exhibitor Registration Dashboard</a>. Click on the link that reads: Register Your Staff.</p>	Ongoing	
6	<p><b>Review Shipping &amp; Material Handling Information</b></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 <a href="#">here</a>.</p>	Warehouse: Between 5/23/22-6/10/22 Show Site: 7/18/22	
7	<p><b>Book Hotel &amp; Travel</b></p> <p>Be sure to take advantage of our discounted hotel rates by early June. <a href="#">Click here</a> for rates and availability.</p>	6/24/22	
8	<p><b>Review Move in</b></p> <p>Review move in and move out times and procedures as well as <a href="#">FB Quick Facts</a> here for any questions you may have prior to the show.</p>	Ongoing	
9	<p><b>Review Lead Retrieval Information</b></p> <p>View more information on our Lead Retrieval App, Emperia, <a href="#">here</a>.</p>	Ongoing	

For any questions or concerns, please reach out to:

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