

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

Action	Deadline	Completed
<p>1 <i>Update & Complete your Company Listing</i></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 <i>Review the Exhibitor Manual</i></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 6/19/23	
<p>3 <i>Invite your Customers</i></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 <i>Order Booth Furnishings and Electricity</i></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 electricity.</p>	Discount Pricing: 6/19/23 Regular Pricing: 6/26/23	
<p>5 <i>Register Booth Staff</i></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 <i>Review Shipping & Material Handling Information</i></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: 5/22-6/9 Regular: 6/12-7/3 Show Site: 7/17	
<p>7 <i>Book Hotel & Travel</i></p> <p>Be sure to take advantage of our discounted hotel rates. Click here for rates and availability.</p>	6/23/23	
<p>8 <i>Review Move in</i></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 <i>Review Lead Retrieval Information</i></p> <p>View more information on our Lead Retrieval App, Emperia, here.</p>	Ongoing	
<p>10 <i>Submission for Company Sign</i></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 graphics@fbinternational.net after submitting artwork.</p>	June 12, 2023	

For any questions or concerns, please reach out to:

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