

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

Action	Deadline	Completed
<p>1 <i>Update & Complete your Company Listing</i></p> <p>The Exhibitor Hub connects you to your most powerful marketing tool: your online directory listing. A complete listing with your company logo (180x180px), 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>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>3 <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 9/15/23	
<p>4 <i>Order Booth Furnishings and Electricity</i></p> <p>Our official contractor, FB offers a discounted rate on furnishings for your booth – tables, chairs, carpeting, and electricity. Click here to order your booth furnishing and electricity.</p>	Discount Pricing: 9/15/23 Regular Pricing: 9/29/23	
<p>5 <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>	9/29/23	
<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: 9/12-9/29 Regular: 10/2-10/16 Show Site: 10/31	
<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>	9/28/23	
<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>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 complimentary marketing tool is a great resource to ensure that your key and prospective clients personally visit your booth at Functional Fabric Fair.</p> <p>Click here to request CIP invites.</p>	Ongoing	
<p>10 <i>Download Lead Retrieval App</i></p> <p>Download Emperia, our complimentary Lead Retrieval App, to streamline the process of capturing lead contact information by simply scanning their badges during the event. View more information on the Emperia Lead Retrieval App, here.</p>	Ongoing	

For any questions or concerns, please reach out to:

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