

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

Action	Deadline
<p>1</p> <p>Update & Complete your Company Listing 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>	<p>Ongoing</p>
<p>2</p> <p>Review the Exhibitor Manual 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>	<p>Discounted pricing until: 3/8/24</p>
<p>3</p> <p>Invite your Customers 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>	<p>Ongoing</p>
<p>4</p> <p>Order Booth Furnishings and Electricity 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>	<p>Discount: 3/8/24 Standard: 3/15/24</p>
<p>5</p> <p>Register Booth Staff You can register your staff for exhibitor badges through the Exhibitor Registration Dashboard. Click on the link that reads: Register Your Staff.</p>	<p>Ongoing</p>
<p>6</p> <p>Review Shipping & Material Handling Information You have two shipping options: ship to the warehouse before the show, or ship to the show site. Review Material Handling information and pricing rates here.</p>	<p>Warehouse: Discount: 2/26-3/8 Standard: 3/11-4/1 Show Site: 4/16/24</p>
<p>7</p> <p>Book Hotel & Travel Be sure to take advantage of our discounted hotel rates. There is a limited number of rooms so be sure to act fast! Click here for rates and availability.</p>	<p>3/24/24</p>
<p>8</p> <p>Review Move in and Move out Information 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>	<p>Ongoing</p>
<p>9</p> <p>Review Lead Retrieval Information Collect and qualify leads with just the scan of a badge! View more information on our free lead retrieval app, Emperia, here, here.</p>	<p>Ongoing</p>
<p>10</p> <p>Submission for Company Sign 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>	<p>3/15/24</p>

For any questions or concerns, please reach out to:

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