

EXHIBITOR SUCCESS CHECKLIST

A step-by-step checklist designed to help you prepare for a successful Fastener Fair USA 2024!

	ACTION	DEADLINE	COMPLETED
1	Update & Complete your Company Listing The Exhibitor Dashboard connects you to your most powerful marketing tool: your 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.	Ongoing	
2	Book Hotel & Travel Hotels fill up quickly—be sure to take advantage of our discounted hotel rates by booking with Connections Housing. Click here to view the Travel & Hotels page.	Complete ASAP Reservation Deadline April 29	
3	Review the Exhibitor Manual The exhibitor manual will give you complete A-Z information about everything Show-related. Ordering early will save you up to 30%— click here to review the information.	Discount deadlines start on April 22	
4	Order Booth Electricity Click here to order to order electricity for your booth from the Huntington Convention Center of Cleveland.	Discount deadline: May 1	
5	Order Booth Furnishings Order tables, chairs, carpeting and more at a discounted rate through Shepard, the official contractor. Click here to access their website for easy online ordering. An additional Shepard account is required.	Discount deadlines start on April 22	
6	Order Catering Outside food or drink is NOT permitted on the Show Floor. Click here for the Huntington Convention Center of Cleveland catering ordering form.	Orders to be finalized by: May 1	
7	Order Telecommunications If you require a dedicated hardline Internet service or wi-fi, click here to order it from the Huntington Convention Center of Cleveland	Discount deadline: May 1	
8	Register Booth Staff Please log in to the Exhibitor Hub to register your booth staff here . In the Exhibitor Hub, you'll also be able to modify your registration and upgrade your badge to include the Opening Night Networking Party and Conference.	Ongoing	
9	Calculate your Material Handling You can find shipping labels for the Advanced Warehouse and Show Site in the Exhibitor Manual here .	Warehouse: Beginning April 22 Ending May 13 Show site: Beginning May 21	
10	Review your Sponsorship Opportunities Click here for sponsorship opportunities to get your brand in front of a diverse range of buyers before, during and after the Show.	Ongoing	

Need help? Contact Your Customer Success Coordinator.

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