



**PRIMARY TOOLS**

Pre-Show Presence	Advance Logistics	Set-Up & Tear Down
<ul style="list-style-type: none"> <li>• Update your complimentary profile on your Map Your Show Exhibitor Dashboard - be sure to include key words as this will be searchable</li> <li>• Purchase an upgraded listing with additional features for a nominal fee</li> <li>• Download the mobile app</li> <li>• Book a press conference and share any news by emailing <a href="mailto:press@printing.org">press@printing.org</a></li> <li>• Include the show logo (found on your Exhibitor Dashboard) and your exhibit booth number in your email signature and pre-show marketing materials</li> <li>• Available Through your Exhibitor Dashboard - Invite customers to the show using our invite program</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Book Housing</b> - make sure to take advantage of free shuttle buses provided by booking at PRINTING United Expo block hotels. onPeak is our only official housing vendor.</li> <li>• <b>Register Exhibitor Staff</b> in advance so you can pick up badges in bulk</li> <li>• <b>Order Exhibit Space Services</b> in Advance to take advantage of discount pricing</li> <li>• <b>Review Exhibit Space Regulations</b> prior to submitting stand drawings</li> <li>• <b>Ship to the Advance Warehouse</b> - shipping to show site can be stressful, this will ensure your freight is in your exhibit space when you arrive. If you decide to ship to show-site, please adhere to your target move-in date.</li> <li>• <b>Register Exhibitor-Appointed Contractors</b> - be sure to check for exclusive vendors &amp; provide all required documentation</li> <li>• <b>Order security wristbands</b> for move-in (until registration is open) &amp; move-out days</li> </ul>	<ul style="list-style-type: none"> <li>• Review target move-in and move-out floor plan</li> <li>• Plan for your exhibit space essential orders (carpet, electricity, internet, signage, furniture, etc.)</li> <li>• If extra time is needed for set up, please fill out the form in the Exhibitor Service Manual and notify show management</li> <li>• Exhibitors, EACS, and other exhibit space staff must have security wristbands on set-up days - order these in advance through the Exhibitor Service Manual</li> <li>• Empty containers and skids will be returned as soon as the aisle carpet is removed from the floor. The removal of aisle carpet will begin immediately after the show breaks and will take approximately an hour. Pallets/skids for machinery will be delivered upon request of the forklift orders</li> <li>• It can take until midnight or later for your crates to be returned (please plan accordingly)</li> <li>• MHA is turned into the service desk no later than your assigned move out time. Check the target move-out plan for that information</li> </ul>