

EXHIBITOR SUCCESS CHECKLIST

Prepare for a successful Bar Convent Brooklyn 2021 with this step-by-step checklist!

Action	Deadline	Completed
<p>1</p> <p>Submit Compliance documents and Certificate of Insurance Form Review the Alcohol Compliance Information to ensure documents and a certificate of insurance are submitted before exhibiting at the show. *New Exhibitors, please note: Our vendor, Park Street is a resource for compliance questions - Jesse Cortes at jcortes@parkstreet.com</p>	<p>Marketing Permit 6/1/21</p> <p>COLA 6/1/21</p> <p>Certificate of Insurance 6/1/21</p>	
<p>2</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>	Ongoing	
<p>3</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>	Discount Pricing until 6/28/21	
<p>4</p> <p>Invite your Customers and Prospects to the Show Invite your customers to come see you at Bar Convent Brooklyn with a complimentary ticket on your behalf by purchasing discounted ticket codes through our Customer Invitation Program. To purchase discounted tickets log in to your Exhibitor Registration Dashboard and click “Invite Your Customers” PLEASE NOTE: To purchase complimentary attendee tickets, you must be your company’s key contact</p>	Ongoing	
<p>5</p> <p>Order Booth Furnishings and Electricity Our official contractor, F&B offers discounted rate on furnishings for your booth like tables, chairs, carpeting etc. and electricity. Click here to order your booth furnishing and click here to order electricity.</p> <p>Order Ice, Food and Garnishes F&B also offers ice, food and garnishes to give your drinks extra flair. Click here to order your ice & garnishes at a discounted rate.</p>	Discount Pricing until 6/28/21	Order Deadline 8/6/21
<p>6</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>	Ongoing	
<p>7</p> <p>Review Shipping & Material Handling Information You have 2 shipping options: ship to the Warehouse before the show, or ship to show site. Review Material Handling information here and pricing rates here.</p>	Warehouse: Before 8/6/21	Show Site: After 8/14/21
<p>8</p> <p>Book Hotel & Travel Hotels fill up quickly—be sure to take advantage of our discounted hotel rates by early. Click here for rates and availability.</p>	Ongoing	
<p>9</p> <p>Review Move in Review move in and move out times and procedures as well as F&B Quick Facts here for any questions you may have prior to the show.</p>	Ongoing	
<p>10</p> <p>Review Lead Retrieval Information View more information on our Lead Retrieval App, Emperia, here.</p>	Ongoing	