

# EXHIBITOR SUCCESS CHECKLIST

Prepare for a successful Bar Convent Brooklyn 2023 with this step-by-step checklist!

<p><b>1</b></p>	<p><b>Submit Compliance documents and <a href="#">Certificate of Insurance Form</a></b>  Review the Alcohol Compliance Information and submit your documents via your Exhibitor Dashboard.  *New Exhibitors, please note: Our vendor, Park Street is a resource for compliance questions - Jeremy Barillas at <a href="mailto:jbarillas@parkstreet.com">jbarillas@parkstreet.com</a></p>	<p><b>Marketing Permit</b> 5/22/23</p> <p><b>COLA</b> 5/22/23</p> <p><b>Certificate of Insurance</b> 6/5/23</p>	
<p><b>2</b></p>	<p><b>Update &amp; Complete your Company Listing</b>  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><b>Ongoing</b></p>	
<p><b>3</b></p>	<p><b>Review the Exhibitor Manual</b>  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% — <a href="#">click here</a> to review the information.</p>	<p><b>Discount Pricing until</b> 5/16/23</p>	
<p><b>4</b></p>	<p><b>Invite your Customers</b>  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 <a href="#">Exhibitor Registration</a> and click “Invite Your Customers”</p> <p>PLEASE NOTE: To purchase complimentary attendee tickets, you must be your company’s key contact</p>	<p><b>Ongoing</b></p>	
<p><b>5</b></p>	<p><b>Order Booth Furnishings and Electricity</b>  Our official contractor, FB offers a discounted rate on furnishings for your booth like tables, chairs, carpeting, and electricity. <a href="#">Click here</a> to order your booth furnishing and <a href="#">click here</a> to order electricity.</p>	<p><b>Discount Pricing until</b> 5/16/23</p>	
<p><b>6</b></p>	<p><b>Order Ice, Food Mixers and Garnishes</b>  FB offers ice, food and garnishes to give your drinks extra flair. <a href="#">Click here</a> to order your ice at a discounted rate. <a href="#">Click here</a> to order mixers and garnish at a discounted rate through Great Performance. <a href="#">Click here</a> to order Complimentary Mixers—Sponsors: Sanpellegrino® Italian Sparkling Drinks and London Essence.</p>	<p><b>Ice Order Deadline</b> 5/30/23</p> <p><b>Complimentary Mixers:</b> 5/1/23</p> <p><b>Great Performances Mixers:</b> 5/30/23</p>	
<p><b>7</b></p>	<p><b>Register Booth Staff</b>  You can register your staff for exhibitor badges through the <a href="#">Exhibitor Registration</a>. Click on the link that reads: Register Your Staff.</p>	<p><b>Ongoing</b></p>	
<p><b>8</b></p>	<p><b>Review Shipping &amp; Material Handling Information</b>  You have two shipping options:  <a href="#">Ship to the Warehouse</a> before the show (We strongly recommend sending your items to the warehouse. Please note, the warehouse cannot receive alcohol.)  <a href="#">Ship to the show site</a>. *Industry City is not responsible for tracking, sorting or receiving any packages before June 11, Industry City nor Bar Convent Brooklyn are responsible for any misplaced items if it arrives before June 11</p>	<p><b>Warehouse:</b> Between 4/15/23-5/31/23</p> <p><b>Show Site:</b> After 6/10/23</p>	
<p><b>9</b></p>	<p><b>Review Move in</b>  Review move in and move out times and procedures as well as <a href="#">FB Quick Facts</a> here for any questions you may have prior to the show.</p>	<p><b>Ongoing</b></p>	

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