



EXHIBITOR CHECKLIST

Make the most of your Expo participation prior to the trade show and the additional print exposure that comes with it! The following upgrades are available to highlight your company and stand out from the rest!

Contact an Expo staff member at 512.579.3857 for additional information.

EXHIBITOR BADGES

- ADVANCED BADGE REGISTRATION cut off is July 26th, 2010
- THREE COMPLIMENTARY STAFF BADGES per booth (10x10)
- UPDATE YOUR COMPANY PROFILE/PRODUCT INFORMATION to be included in the Expo Program (you will need your company password to complete this information)

PROMOTE YOURSELF

- SPONSORSHIP OPPORTUNITIES
- EXPO PROGRAM ADVERTISING
Deadline is June 15, 2010
- DO YOU HAVE SHOW SPECIALS?
- EXPO JOB LINK
- PARKS & PATIO OPPORTUNITIES
- BOOTH DONATION FORM
- BOOTH BILL OF SALE
- MEETING ROOM RESERVATION FORM
- ATTENDEE LIST ORDER FORM
- EXHIBITOR UPGRADE OPTIONS

EXHIBITOR SERVICE KIT

- ADVANCE ORDER DISCOUNT
Deadline is August 2, 2010
- TABLE, CHAIRS, CARPET ETC.
- ELECTRICITY
- SHIPPING/MATERIAL HANDLING INFORMATION
- MOVE-IN INSTRUCTIONS
- MAP TO STAGING AREA
- EXHIBITOR MOVE-IN SCHEDULE
- PARKING INFORMATION
- MOVE-OUT PROCEDURES
- LEAD RETRIEVAL INFO

HOTEL RESERVATION

FOR MORE INFORMATION, CONTACT THE TEXAS NURSERY & LANDSCAPE ASSOCIATION.
WWW.NURSERYLANDSCAPEEXPO.ORG • EXPO@NURSERYLANDSCAPEEXPO.ORG • 512.579.3857