



Exhibitor Checklist – Preparing for MANTS

To help you prepare for MANTS, we strongly encourage you to use the many on-line resources available at mants.com. It is never too early to pre-register, book hotel reservations, order services, and make travel arrangements.

Use the list of items below to help you begin to prepare for the show:

Have you:

- _____ Downloaded the Shepard Exposition [Decorating Kit](#)
- _____ Reviewed the Freight Policy (*see page 9*)
- _____ Confirmed your Pre-and Post-Show [Shipping Arrangements](#)
- _____ Submitted your Certificate of Insurance to MANTS (*see page 3*)

Complete the tasks below using the [exhibitor page](#), the exhibitor manual or the links below:

- _____ [Pre-Registered](#) your Booth Staff (*2 comp badges per 10 x 10 booth; exhibitors needing additional badges should note that the early bird registration rate ends Dec 7th*)
- _____ [Made Hotel Reservations](#) through Visit Baltimore
- _____ Updated your [On-Line Exhibitor Profile \(OEP\)](#)
- _____ Ordered your [Electric/Water](#), [Telecommunication](#), and [Audio Visual](#) Service(s)
- _____ Ordered your [Wireless Internet Service](#) (*early bird rate ends December 14th*)
- _____ Ordered your [Lead Retrieval Unit](#) (*Use show code: MANT0119*)
- _____ Submitted your [Buyer's Guide Ad Form](#) to Naylor Association Solutions
- _____ Submitted your [Sponsorship Form](#) and Payment
- _____ Printed the Directions You Need (*pages 27-30*)
- _____ Reviewed the Move-In, Move-Out, and Staging Instructions with your staff
- _____ Ordered your [Mailing Disk or Labels](#) (*invite your future customers to MANTS*)
- _____ Submitted your [Plant Donation Form](#) by fax to 410-296-8288
- _____ Made your Airline Reservations and other Travel Arrangements
- _____ Made your [Super Shuttle Reservation](#) to and from the Airport
- _____ Considered using [Light Rail](#) (*less than \$2.00 one way*) for transport between BWI airport and the Convention Center