



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

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 6th*)
- _____ [Made Hotel Reservations](#) through Visit Baltimore (*closes January 2nd at 5 pm*)
- _____ Updated your [Exhibitor Profile](#)
- _____ Ordered your [Electric/Water](#), [Telecommunication](#), and [Audio Visual](#) Booth Service(s)
- _____ Ordered your [Wireless Internet Service](#) (*preshow orders close December 13th*)
- _____ Ordered your [Lead Retrieval System](#) (*Use show code: MANT0120*)
- _____ Ordered your [Buyer's Guide Ad](#) from Naylor (*Sales close: Wednesday, November 13*)
- _____ Submitted your [Sponsorship Form](#) and Payment
- _____ Printed the Directions You Need (*pages 27-30*)
- _____ Reviewed the Move-In, Move-Out, and Staging Instructions (*pages 14-15*)
- _____ Ordered your [Mailing Disk or Labels](#) (*invite your future customers to MANTS*)
- _____ Submitted your [Plant Donation Form](#)
- _____ Made your Airline Reservations and other Travel Arrangements
- _____ Made your [Super Shuttle Reservation](#) to and from the Airport
- _____ Considered using [Light Rail](#) (*\$2.00 one way*) for transport between BWI airport and the Convention Center



Master Contact List

Beginning Monday, January 6th, please contact MANTS using the show office phone number, **410-649-7472**, at the Baltimore Convention Center. There is no answering machine at the office **and we will not be checking e-mail.** Please share this information with your staff. If you need to reach the show office, you must do so using **410-649-7472**.

<u>Company or Service</u>	<u>E-Mail or Web Link</u>	<u>Phone</u>
<u>MANTS</u> (<i>Before Friday January 3rd</i>)	<u>info@mants.com</u>	410-296-6959
MANTS (<i>Beginning Monday January 6th</i>)	410-649-7472	410-649-7472
<u>Decorator/General Contractor</u>	<u>baltimore@shepardes.com</u>	410-737-9270
Hotel Reservations (<i>Visit Baltimore</i>)	<u>Book Hotel Room</u>	800-282-6632
<u>Registration Customer Support</u> (<i>CDS</i>)	<u>Register Booth Staff</u>	508-743-0507
<u>LEAD Retrieval Orders</u> (<i>Use Show Code: MANT0120</i>)	<u>FAQs Page</u>	800-746-9734
<u>Edlen Electrical Exhibition Services</u>	<u>baltimore@edlen.com</u>	410-649-7321
<u>M.C. Dean Telecommunications</u>	<u>martin.husbands@mcdean.com</u>	410-649-7097
<u>Projection Presentation Technology</u>	<u>bccexhibits@projection.com</u>	410-649-7314
<u>Shepard Logistics Freight Services</u>	<u>logistics@shepardes.com</u>	888-568-8858
Central Parking of Maryland (<u>Lot C Parking Info</u>)		main # - 410-347-9330
<u>Baltimore Convention Center</u>		main # - 410-649-7000
<u>Center Plate</u> (<i>Convention Center Catering & Concessions</i>)		main # - 410-649-7072
<u>Visit Baltimore</u>		main # - 877-Baltimore
<u>Charm City Circulator - Free Shuttle</u>	<u>Schedule</u>	main # - 410-350-0456
Business Center – 3 rd Floor Pratt Lobby West		410-649-7194