



## 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](http://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 [Service 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:

- \_\_\_\_\_ [Registered](#) your Booth Staff (*2 comp badges per 8 x 10 or 10 x 10 booth; exhibitors needing additional badges should note that the early bird rates end Dec 2<sup>nd</sup>*)
- \_\_\_\_\_ [Made Hotel Reservations](#) through Visit Baltimore (*closes January 2<sup>nd</sup> 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 14<sup>th</sup>*)
- \_\_\_\_\_ Ordered your [Lead Retrieval System](#) (*Use show code: MANT0123*)
- \_\_\_\_\_ Submitted your [new product information](#) for release to the media
- \_\_\_\_\_ Ordered your [Buyer's Guide Ad](#) from Naylor (*Sales close: Friday, November 5th*)
- \_\_\_\_\_ 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 USB or Labels](#) (*invite your future customers to MANTS*)
- \_\_\_\_\_ Submitted your [Plant Donation Form](#) (*before Wednesday, December 14<sup>th</sup> or onsite*)
- \_\_\_\_\_ Made your Airline Reservations and other Travel Arrangements
- \_\_\_\_\_ Considered using [Light Rail](#) (*\$2.00 one way*) for transport between BWI airport and the Convention Center