



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 [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 1st*)
- _____ [Made Hotel Reservations](#) through Visit Baltimore (*closes January 3rd 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 11th*)
- _____ Ordered your [Lead Retrieval System](#) (*Use show code: MANT0124*)
- _____ Submitted your [New Product Information](#) for release to the media
- _____ Ordered your [Buyer's Guide Ad](#) from Naylor (*Sales close: Friday, November 10th*)
- _____ 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 Monday, December 11th or onsite thereafter*)
- _____ 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