

Prepare for a successful BookExpo and BookCon 2019 with this step-by-step checklist!

	Action	Deadline	Completed
1	<p><b>Update &amp; Complete your Company Listing</b></p> <p>The <a href="#">Exhibitor Dashboard</a> connects you to your most powerful marketing tool: your online directory listing. A complete listing with product images, product categories, show specials and social media links will ensure great exposure and generate more pre-show leads and recommendations.</p>	3/1/19	
2	<p><b>Promote Your Presence</b></p> <p>Invite your customers to visit you at BookExpo with our free website banner ads. <a href="#">Click here</a> for BookExpo's banner ads.</p>	Ongoing	
3	<p><b>Review the Exhibitor Manual</b></p> <p>Review the Exhibitor Manual The exhibitor manual will give you complete A-Z information about everything Show-related. Ordering early will save you up to 30% – <a href="#">click here to review the information</a>.</p>	Ongoing first deadline 5/3/19	
4	<p><b>Order Catering</b></p> <p>Outside food or drink is NOT permitted on the Show floor. <a href="#">Click here</a> to view the menu and contact information for Centerplate, the official caterer.</p>	5/14/19	
5	<p><b>Order Booth Furnishings</b></p> <p>Order tables, chairs, carpeting and more at a discounted rate through Freeman, the official contractor. <a href="#">Click here</a> to access their website for easy online ordering and view the order form <a href="#">here</a>. An additional Freeman account is required.</p>	5/3/19	
6	<p><b>Order Booth Electricity</b></p> <p><a href="#">Click here</a> to order electricity for your booth through Jake, the Javits Center's online portal for utility orders. View the one-sheet <a href="#">here</a>. Remember, there's up to 32% of savings if you order before the deadline!</p>	5/14/19	
7	<p><b>Order Internet</b></p> <p><a href="#">Click here</a> to order internet for your booth through Jake, the Javits Center's online portal for utility orders. View the one-sheet <a href="#">here</a>.</p>	5/14/19	
8	<p><b>Book Hotel &amp; Travel</b></p> <p>Hotels fill up quickly—be sure to take advantage of our discounted hotel rates by booking with Connections Housing. <a href="#">Click here</a> for rates and availability.</p>	3/1/19	
9	<p><b>Calculate your Material Handling</b></p> <p>You have 2 shipping options: ship to the <a href="#">Advanced Warehouse</a> starting at \$175.25 (100 pound minimum) or ship to <a href="#">Show Site</a> starting at \$125 (100 pound minimum). <a href="#">Click here</a> to view all your options and rates.</p>	<p><b>Warehouse:</b> Between 4/25/19 &amp; 5/17/19</p> <p><b>Show Site:</b> No Earlier Than 5/25/19</p>	
10	<p><b>Register Booth Staff</b></p> <p>You can register your staff for exhibitor badges through the <a href="#">Exhibitor Dashboard</a>. <i>Click on the link that reads: Register Your Staff.</i></p>	5/3/19	
11	<p><b>Review your Media Opportunities</b></p> <p><a href="#">Click here</a> for resources to help you connect with influential booksellers, librarians, fans, media and more.</p>	Ongoing	