



## EXHIBITOR CHECKLIST

### HAVE YOU:

- Reviewed the Floor Plan at [massagent.com](http://massagent.com)?
- Selected & submitted your booth?
- Received & filled out the Exhibitor Application/ Contract?
- Submitted the required payment in full?
- Submitted your website link?
- Submitted a brief description of your company's product/service?
- Submitted the names of your booth workers?  
[\$10 fee for AT-DOOR booth worker registration]
- Purchased a Full Convention Registration at the "Exhibitor Discount" price of \$160.00/person?
- Reserved a hotel room, if necessary, at the Marriott Hotel, Copley Place, Boston, MA?
- Received information on location, set up times, exhibit times and directions to the exhibit hall?
- Explored our affordable **Exclusive Exhibitor Partnership Opportunity**?

### AFTER RECEIVING AN INFORMATIONAL E-MAIL ONE MONTH OUT FROM THE SHOW:

- Ordered your table(s) & chair(s) from BREDE EXPOSITION SERVICES?
- Ordered electricity and/or a dedicated telephone line for your booth, if necessary, with the Marriott Hotel?
- Reviewed the information on shipping & handling your booth?

If you have any questions, please contact  
Sheron Gagnon, Trade Fair Manager,  
at (508) 634-7378 on her direct line  
or email [sgagnon@massagent.com](mailto:sgagnon@massagent.com)