



SHOW

# Exhibitor Success Checklist

Your guide to help prepare for the 2024 PGA Show

ACTION	DEADLINE	COMPLETED
<p>1</p>	<p><b>Complete your Company Profile</b> Update your company profile to show attendees and media what your company has to offer. Through the <a href="#">Exhibitor Dashboard</a>, you can add your company description, website link, social media channels, product offerings and more to help generate exposure and leads for your company. <a href="#">View the How-To Guide</a> for some help getting started.</p>	<p>Upon Contract Signing</p>
<p>2</p>	<p><b>Book Hotel &amp; Travel</b> Hotels fill up quickly so be sure to take advantage of our discounted hotel rates and secure your reservations through Connections Housing. <a href="#">Click here for rates and availability.</a></p>	<p>12/14/23</p>
<p>3</p>	<p><b>Order Booth Electricity</b> <a href="#">Click here to order electricity</a> for your booth. 500 Watt, 5AMP lines start at \$156.89 if you order before the discount deadline!</p>	<p>12/27/23</p>
<p>4</p>	<p><b>Review the Exhibitor Manual</b> The exhibitor manual is your go-to resource for everything you could possibly need at the Show. Review the information and order early to save up to 30% on certain necessities. <a href="#">Click here to review the information.</a></p>	<p>Discount deadline 12/29/23</p>
<p>5</p>	<p><b>Order Booth Furnishings</b> Receive a discounted rate on booth furnishings (tables, chairs, carpeting and more) when you order through Freeman, the official Show provider, before the deadline. <a href="#">Click here to access the Freeman website</a> for easy online ordering. <i>An additional Freeman account is required.</i></p>	<p>12/29/23</p>
<p>6</p>	<p><b>Order Telecommunications</b> Complimentary WiFi for light business use will be available on the Show Floor, however, if you require a dedicated hard line service, <a href="#">click here to order internet access</a> from SmartCity at the Orange County Convention Center.</p>	<p>1/3/24</p>
<p>7</p>	<p><b>Order Catering</b> Outside food or drink is NOT permitted on the Show Floor. <a href="#">Click here to order catering</a> &amp; request a menu from Sodexo, the official caterer.</p>	<p>1/6/24</p>
<p>8</p>	<p><b>Ship your Booth Materials</b> There are two shipping options: ship to the Advanced Warehouse or ship to Show Site. <a href="#">Click here for shipping information.</a>  <i>Please note that you must select your shipping label based on when your packages will arrive in Orlando.</i></p>	<p>Warehouse: 1/12/24 Show Site: after 1/20/24</p>
<p>9</p>	<p><b>Register Booth Staff</b> In November, your company's main contact will receive an email to Register Your Booth staff.</p>	<p>Ongoing</p>
<p>10</p>	<p><b>Review your Free Media &amp; Marketing Opportunities</b> Soon you will be able to generate additional exposure by using our free media resources, which include press release submissions to The First Call &amp; The Golf Wire, product submissions to PGA Show News, PGA Magazine &amp; Golf Channel, and much more.</p>	<p>Ongoing</p>

Have questions or need assistance?  
Contact your [Customer Success Manager](#)