



PGA
SHOW™

Exhibitor Success Checklist

Your guide to help prepare for the 2023 PGA Show

ACTION		DEADLINE	COMPLETED
1	<p>Complete your Company Profile</p> <p>Update your company profile to show attendees and media what your company has to offer. Through the Exhibitor Hub, you can add your company description, website link, social media channels, product offerings and more to help generate exposure and leads for your company. View the How-To Guide for some help getting started.</p>	Upon Contract Signing	
2	<p>Book Hotel & Travel</p> <p>Hotels fill up quickly so be sure to take advantage of our discounted hotel rates and secure your reservations through Connections Housing. Click here for rates and availability.</p>	Discount deadline 12/15/22	
3	<p>Review the Exhibitor Manual</p> <p>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. Click here to review the information.</p>	Discount deadline 12/23/22	
4	<p>Order Catering</p> <p>Outside food or drink is NOT permitted on the Show Floor. Click here to order catering & request a menu from Centerplate, the official caterer.</p>	12/22/22	
5	<p>Order Booth Furnishings</p> <p>Receive a discounted rate on booth furnishings (tables, chairs, carpeting and more) when you order through Freeman, the official Show provider, before the deadline. Click here to access the Freeman website for easy online ordering. <i>An additional Freeman account is required.</i></p>	12/23/22	
6	<p>Order Booth Electricity</p> <p>Click here to order electricity for your booth. 500 Watt, 5AMP lines start at \$146.63 if you order before the discount deadline!</p>	12/29/22	
7	<p>Order Telecommunications</p> <p>Complimentary WiFi for light business use will be available on the Show Floor, however, if you require a dedicated hard line service, click here to order internet access from SmartCity at the Orange County Convention Center.</p>	1/3/23	
8	<p>Ship your Booth Materials</p> <p>There are two shipping options: ship to the Advanced Warehouse or ship to Show Site. Click here for shipping information.</p> <p><i>Please note that you must select your shipping label based on when your packages will arrive in Orlando.</i></p>	Warehouse: 1/12/23 Show Site: after 1/20/23	
9	<p>Register Booth Staff</p> <p>In the coming weeks, your company's main contact will receive an email to Register Your Booth staff. More information will be provided shortly.</p>	Ongoing	
10	<p>Review your Free Media & Marketing Opportunities</p> <p>Generate additional exposure by using our free media resources, which include press release submissions to The First Call & The Golf Wire, product submissions to PGA Show News, PGA Magazine & Golf Channel, and much more.</p> <p>Check out additional free marketing resources here, to help you generate leads before the Show.</p>	Ongoing	

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