



EXHIBITOR PRE-CONFERENCE CHECKLIST:

_____ Purchase Exhibit Booth Package (Due Date—11/2/18)

Please save your registration confirmation email. You will need your log-in information from it to log in to the system again. If you decide to purchase additional (à la carte) booth space, use the registration link to log back in to the registration system. *Please note: all account balances within the registration payment system must be paid in full at the time of purchase.*

- Any organization registering after September 7, 2018 will be limited to purchasing Package D, without complimentary advertising.

_____ Additional Lead Retrieval Devices/Licenses (Due Date—ongoing)

Each booth package purchase includes one lead retrieval device. To purchase additional devices or for any questions regarding lead retrieval, please connect with Cvent, our lead retrieval vendor, via email at: leadcapture@cvent.com

Pricing for additional devices and licenses, as well as ordering and operating instructions are available at <http://urbana.org/u18exhibitors>

_____ Register Additional Exhibit Booth Staff (Due Date—12/25/18)

Each exhibit booth package comes with two complimentary exhibitor registrations. One of the complimentary registrations is automatically assigned to the person who purchased the booth for your organization (the Primary Booth Staff registration). You are not limited in how many more additional booth staff you register for your organization, but we recommend no more than four booth staff in a 10x10 booth space at a time, which allows for breaks for other booth staff members. **The additional booth staff registration fee is \$450/each.**

To purchase additional booth staff registrations or to substitute exhibit booth staff registrations please use the Primary Booth Staff's registration confirmation email and link. More information is available on <http://urbana.org/u18exhibitors>. Additional exhibit booth staff may be added and/or substituted within the registration system until December 25, 2018.

Please note: Each additional booth staff included with your organization must have a unique email address in order to be registered in our system.

Review Exhibit Hall Policies and Guidelines (Appendix A & B)

(Due Date—12/25/18)

All Urbana 18 Exhibitors are required to abide by the terms in these documents. Make sure all your staff coming to Urbana 18 thoroughly review them Click here to review the guidelines. <http://urbana.org/u18exhibitors>

Housing/M meal/Travel Reminders (Due Date—ongoing)

- **Housing (closes December 1, 2018):** Urbana has negotiated special rates with many hotels in downtown St. Louis. Once you register, use the housing link included in your registration confirmation email to set up housing for you and your team.
- **Meals:** If you book your hotel through the Urbana Housing Bureau, they will offer a grab & go breakfast available at your hotel. Your Urbana 18 registration covers four dinners, provided at the America's Center. **All other expenses for meals, travel, shipping, and hotels are the responsibility of the exhibiting organization.**
- **Arrival Time and Booking Travel:** Onsite registration, check-in, and booth installation begin on December 26, 2018 at 10:00am. There is a **mandatory** onsite orientation for **ALL** exhibit hall booth staff on **December 27, 2018 at 4:00 pm**. Keep this in mind as you make plans for travel and booth set-up. Booths must be staffed and functional until 6:30pm on December 31, 2018.

Review Decorator Kit/Loading Information (Due Date—Fall 2018)

Connect with our decorator, Heritage Exposition Services, to learn how to set up your booth space. They can answer questions about things like: ordering carpet or extra furniture for your booth, shipping information, and any Union-related concerns about unloading or loading in the exhibit hall.

Here is a link to the Urbana 18 Exhibitor Decorator Kit:

<https://urbana.org/sites/urbana/files/FINAL-Urbana%2018%20Decorator%20Kit.pdf>

Any questions about the decorator kit, including shipping questions, should be directed to Heritage Exposition Services.

___ Connect with the Exhibitor Facebook Group (~~Due Date~~
ongoing)

@urbanaexhibitors

<https://www.facebook.com/groups/776459459102525/>

- The Urbana 18 Exhibits Team will be running a series of Webinars and Facebook Live events to help enhance your Urbana 18 experience, provide you with important updates, and give some helpful tools and tips from the pros.
Mark your calendar: The 1st Exhibitor Webinar will be held on Tuesday, April 10th from 11:00am-1:00pm Central Standard Time. Visit <http://urbana.org/u18exhibitors> and click the link to sign up! Stay tuned for more information!
- Is this your first time at Urbana? Seem to have a lot of questions? Join the Urbana Exhibitors group!! Need prayer? Let us know via the Urbana Exhibitor Facebook group!!