

YOUR EXHIBITOR CHECKLIST



Booth Number(s): _____ **Booth Size:** _____

Your booth is reserved—now get your team ready! Scan the QR code or visit visionkc.com/exhibitor-toolkit for instructions, ordering links, official service providers, and deadline updates.



Get Started Now

- ☐ Reserve Your Hi-Tech Tool Expo Booth for Thursday Night - Space limited
- ☐ Review List of Unauthorized Vendors and Hotel Room & Mailing List Solicitations - **Urgent**
- ☐ Submit any outstanding VISION Booth Payment - **ASAP**
- ☐ RSVP for the Vendor Reception sponsored by Endeavor B2B - **ASAP**
- ☐ Bookmark the Exhibitor Service Center and Exhibitor Toolkit Webpages - [Exhibitor Service Center](#), [Exhibitor Toolkit Webpage](#)
- ☐ Request meeting or reception space (if needed) - **Availability limited**

Mark Your Calendar

- ☐ **Beginning November 11, 2026:** Register booth personnel, reserve hotel rooms, and purchase meals through the Exhibitor Service Center
- ☐ Nominate your customers for an award (Deadline January 8th)
- ☐ Secure sponsorship opportunities (deadline Jan 31st)
- ☐ Submit Your Mobile App Exhibitor Profile Information (Deadline: January 31st)
- ☐ Submit your Kansas Tax Packet Information (Deadline: March 5th)

Plan Your Booth Services

- ☐ Order Electrical, Internet, and Utilities (Deadline: TBD) - OPCC
- ☐ Order Your Lead Retrieval (Deadline: TBD) - Coming Soon
- ☐ Finalize Your Inbound and Outbound Shipping Details - Viper Tradeshow Services
- ☐ Order Your Display and Furniture (Deadline: TBD) - Viper Tradeshow Services

**2027 ordering details and deadlines are coming soon. Check the Toolkit webpage for updates.*

Before You Arrive

- ☐ Download and share your customizable VISION exhibitor social media graphics
- ☐ Order VISION Merchandise
- ☐ Review move-in, move-out, and onsite exhibitor instructions with your team
- ☐ Share parking and delivery instructions with your drivers
- ☐ Download the VISION mobile app and log in when 2027 access is available