

YOUR EXHIBITOR CHECKLIST

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

For the most up-to-date info and important links, **scan the QR code** or visit visionkc.com/exhibitor-toolkit to access the **VISION Exhibitor Toolkit** and keep your team on track with upcoming deadlines.



- Reserve Your VISION Expo Booth
- Reserve Your Hi-Tech Tool Expo Booth for Thursday Night
- Submit VISION Booth Payment
- Secure sponsorship opportunities
- Review List of Unauthorized Vendors and Hotel Room & Mailing List Solicitations (Urgent)**
- Bookmark the Exhibitor Service Center and Exhibitor Toolkit Webpages
visionkc.com/exhibitor-toolkit , tinyurl.com/VISIONExhibitorCenter
- Follow the VISION Exhibitor Facebook Group - facebook.com/groups/visionexhibitors
- Register Your Attendees and Book Your Hotel Reservations (Deadline: January 31st)
- Order Electrical, Internet, and Utilities (Deadline: February 24th)
- Order Your Lead Retrieval (Deadline: February 13th)
- Fill out the Meeting and Reception Request (if needed) - ASAP, space and availability limited
- Download and Post the custom VISION Exhibitor Social Media Graphics
- Submit Your Mobile App Exhibitor Profile Information (Deadline: January 31st)
- Finalize Your Inbound and Outbound Shipping Details
- Order Your Booth Signage
- Submit a Silent Auction Item(s) (Deadline: January 31st)
- Order Your Display and Furniture (Deadline: February 12th)
- Review and Fill Out the Kansas Tax Packet Information (Deadline: March 5th)
- Review the Onsite Exhibitor Information and Pass Along to Your Team
- Review the Exhibitor Parking Information and pass along to your drivers
- Download the VISION mobile app and get logged in



Explore 2026 Sponsorship Opportunities at
link.visionkc.com/2026-VISION-Sponsorship-Brochure

 [Join Group](#)

VISION Exhibitors

facebook.com/groups/visionexhibitors