

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

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