

2025

EXHIBITOR CHECKLIST



*For additional help, please reach out to Karen C at 800-225-4535,
or via email at karenc@d2p.com*

Log-in to Myshowonline.com (each show goes live 8 weeks out)

Submit your "Show Program Listing" (company info)
if changes need to be made

- *Deadline is 30 days prior to the show. After this date changes will be on the addendum sheet inserted into each program.*

Order your standard tables (30" height) included with
booth package

- *4', 6', & 8' table lengths available*
- *Multiple color options for table skirts & tops*

Submit staff names & job titles for printed badges

Submit "Rep Board" listing (if searching for a manufacturer's rep)

Make hotel reservations (if needed)

Additional Paid Services

Electrical

Booth upgrades (carpet padding, 40" high tables/chairs)

Labor to set up & dismantle booth (not required at D2P events)