

# 2026

## EXHIBITOR CHECKLIST



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

Log-in to [Myshowonline.com](http://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)