

Design-2-Part Attendee Checklist



COME PREPARED

Leave With
New Connections!

Make the Most of Your Visit:

BEFORE



PLAN YOUR MUST-SEE STOPS

Review exhibitors, service categories, capabilities in My Show Planner - your digital show planning tool.



KNOW WHAT YOU'RE LOOKING FOR

Identify the parts, processes, or challenges you want to discuss.



BRING PROJECT DETAILS

Drawings, prints, samples, specs, or photos can help start the conversation.

DURING



EXPLORE BEYOND YOUR LIST

Discover new suppliers and capabilities as you walk the floor.



LOOK AT PARTS ON DISPLAY

See firsthand what exhibitors manufacture.



START A CONVERSATION

Tell exhibitors what you make, what you're working on, or where you might need support. No formal RFQ required!



TAKE NOTES

Capture key suppliers, capabilities, and next steps.

AFTER



FOLLOW UP

Reach out to the suppliers that stood out and reference what you discussed.



KEEP PROJECTS MOVING

Send RFQs, prints, specs, or schedule a follow-up conversation.



PLAN FOR THE FUTURE

Keep in touch with suppliers who could be a good fit for future projects or serve as valuable backup resources.

YOUR PRE-SHOW CHECKLIST:

- ☐ Business cards
- ☐ Drawings, prints or specs
- ☐ Sample parts or photos
- ☐ Ready-to-reference project requirements
- ☐ Must-see exhibitor list from My Show Planner
- ☐ Questions for suppliers
- ☐ Notepad, pen, or tablet for notes

QUESTIONS?
CALL US: 800-225-4535

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**REGISTER
YOUR TEAM**