

DISTRIBUTECH 2025 Checklist

Use this comprehensive checklist to guide you through DISTRIBUTECH 2025, designed specifically to help exhibitors stay organized and make the most of their experience at the event. From booth setup to maximizing your marketing efforts, this guide will be your go-to resource, ensuring you stay on track and fully engaged at every stage of the event.

Pre-Show

Travel

- Book travel and hotel accommodation for your team. Be sure to use [Connections Housing](#), the official housing partner for DISTRIBUTECH 2025.

Logistics

- Review the [2025 Rules and Regulations](#) and ensure your proposed booth design aligns with our guidelines.
- Review the [Quick Facts](#) to confirm your setup and teardown times, and procedures, to ensure everything runs smoothly. The Quick Facts are essential to arrival/departure dates.
- Familiarize yourself with the [Freight Services](#) for the event.
 - Confirm shipping destination (Advance Warehouse or Direct to Show Site)
 - Prepare and print the appropriate Shipping Labels ([Advance Warehouse](#) / [Direct to Show Site](#))
- Review the [Material Handling Fees](#) and guidelines. Be sure to understand what is included and any potential additional charges.
- If you are displaying a vehicle at the event, review the [Vehicle and Mobile Spotting](#) instructions for proper access and unloading.
- If using a freight carrier, review and inform them of the [Marshalling Yard](#) details to ensure smooth unloading and timely arrival of your materials.

Registration

- Register your team for exhibitor badges via the [Exhibitor Resource Center](#) using the “Register for Badges” widget.
- Confirm the number of badges received is accurate by reviewing the Staff Booth Allotment.

Promotional Items

- Announce your participation at DISTRIBUTECH 2025 on social media and your website.
 - Download the [DISTRIBUTECH marketing graphics](#) to help promote your booth.
 - Use the “Invite Your Customer” tool (in the Registration Dashboard) to send personalized email invitations to your customers.
- Consider planning special promotions or events in your booth to attract more visitors and boost engagement.
- Add your company’s details to the [Exhibitor Resource Center](#) to have your business information featured on the event website and mobile app.
- Consider purchasing lead retrieval devices like [Xpressleads](#) to capture attendee information.

Submissions

- Submit your Certificate of Insurance (COI) via the [Exhibitor Resource Center](#). All exhibitors and Exhibitor Appointed Contractors (EACs) must provide this document. Insurance requirements can be found [here](#).
- Fill out the [Sustainability Form](#) to help to support DISTRIBUTECH's sustainability goals.
- To better support you and your fellow exhibitors, we are asking for your feedback. Your answers will help us now and, in the future, to track, understand and deliver on your needs and objectives. Fill out the ‘Your Objectives and Needs’ widget in the [Exhibitor Resource Center](#).

Discount Deadlines

- Review the [Exhibitor Manual](#) and [order show services](#) by the discount deadline to save on costs.
- Ship materials to the [Advanced Warehouse](#) by the discount deadline to receive reduced [Material Handling](#) fees.

March 24—27, 2025

Dallas, Texas

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Show Time

Health & Safety

- The safety and security of our attendees, exhibitors, sponsors, partners, and staff is our top priority at DISTRIBUTECH. While much of our security infrastructure is working behind the scenes in conjunction with the Kay Bailey Hutchinson Convention Center, we are continuously reviewing and enhancing our procedures to ensure the safest experience possible for everyone. View the safety measures [here](#).

Parking

- The Kay Bailey Hutchinson Convention Center Dallas has a parking garage and two surface parking lots (Lots C and E) can accommodate almost any vehicle. For complete parking details— including locations and pricing—visit the parking section on the DISTRIBUTECH [website](#).

Badge Pickup

- Pick up your exhibitor badges starting Sunday, March 23rd. Badges can be collected at Level 2 D Lobby or Lower AB Lobby registration areas. [See floorplan [here](#).]

Leads

- Ensure everything is working properly on your lead retrieval device(s) if purchased. *Please note, DISTRIBUTECH does not provide attendee lists with contact information.
 - Alternatively, you can collect business cards, use sign-in sheets, hold raffles, or use other methods to gather leads.
- Schedule meetings with existing customers and prospects during the event to maximize your time onsite.

Booth Setup

- Ensure your booth is fully set up to showcase your products and services by the morning of Tuesday, March 25th. See the [move-in schedule](#) for your stop time. Ensure your booth design aligns with the DISTRIBUTECH 2025 Rules and Regulations.

Rebooking

- Contact your Sales Manager to inquire about rates for rebooking for 2026, booth spaces book up fast. Onsite rebooking will take place on Level 3 in the Lobby, outside of Ballroom D.

Coat Check

Located in room in room A103

Post-Show

Freight Carrier Check In

- Notify your carrier of the check-in deadline to avoid having your freight redirected to the warehouse. Refer to the [Quick Facts](#) for more details.

Small Package Carriers

- (e.g., UPS, FedEx) do not pick up directly from the show floor. You'll need to arrange outbound shipping through the Business Center at the Kay Bailey Hutchinson Convention Center.

Material Handling Agreement

- For freight carriers: Complete the [Material Handling Agreement](#) in The Expo Group portal, found in the Exhibitor Resource Center and the Exhibitor Manual widget.

Follow Up

- Follow up with your leads by sending personalized thank-you messages a few days after the show.
- Leverage show content (photos, videos, testimonials) in your post-show follow-up to engage leads.
- Assess your ROI by reviewing key metrics such as leads captured, cost per lead, sales generated, and your overall goals for exhibiting.