

Exhibitor Checklist

Start making plans for your showroom customization with the items listed below!

Items are grouped by importance to attendees. “Must Have” items should take priority, while “Nice to Have” items will provide attendees with the best experience.

As you log in to The Gathering platform, visit the “Teams” page of your profile, where you can input details and set-up your company’s account.

1 Your Company Profile

Must Have

- ☐ Company Name
- ☐ Brand Logo: 400 x 400 pixels (JPEG)
- ☐ Company Summary: 500 characters*
A more detailed overview of your company... share how you would describe your products and services
- ☐ Product Main Categories
- ☐ Company Headline

Highly Recommended

- ☐ Company Video (YouTube or Vimeo)
Contact us for assistance if a YouTube or Vimeo link isn't available
- ☐ Website URL

*Suggested character counts based on space provided.

2 Company Rep Profiles

Must Have

- ☐ Representative Name
- ☐ Profile Picture: 400 x 400 px (JPEG)
- ☐ Headline
- ☐ Meeting Availability

Highly Recommended

- ☐ Experience/Summary
- ☐ Representative Location

3 Product Listings

You can add up to 5 Product Profiles and each profile can house 10 pictures.

We recommend grouping products based off of overall categories, i.e have one product profile for 'Keychains' and then upload 1-10 different keychain pictures.

Must Have

- ☐ Product Photos: 1000 x 1000 pixels (JPEG)
- ☐ Product Name
- ☐ Product Categories
- ☐ Product Summary: 500-1000 characters*
Include as much detail as possible
- ☐ Product Headline: 140 characters*

Highly Recommended

- ☐ Product Video (YouTube or Vimeo link)
Contact us for assistance if a YouTube or Vimeo link isn't available
- ☐ Website URL