

WebmasterWorld PubCon Exhibitor Checklist

If you have questions check the [Exhibitor FAQ](#) or feel free to [contact us](#).

- Look over the exhibit and sponsorship options at: <http://www.pubcon.com/exhibit/>.
- Fill out the online exhibit and/or sponsorship registration form online.
- Login to your PubCon Account once you have received the account login information by email. (Information is sent to the contact person named on the registration form.)
 - Update contact and billing information including phone number and email address.
 - Choose three potential booth spots for your exhibit and email them to jeff@pubcon.com.
 - Double check that the correct exhibit package and/or sponsorships are marked.
 - Register your exhibit booth staff (Total of 4 complimentary expo hall passes. Full conference passes must be purchased separately.)
 - Check under the "Admin" heading to find your discount coupon codes for promotion. (More about coupons here: <http://www.pubcon.com/coupons.htm>)
- Locate a high resolution copy of your most recent logo and send it to jeff@pubcon.com. This logo will not only be used online but for signage on the expo hall entrance unit so a large or scalable version is important. (.ai, .eps or .pdf preferred)
- Send a company "blurb" to jeff@pubcon.com. The blurb should not be more than 500 words, be plain text (no html) and give a good description of your company and/or service.
- Send in a full page color ad for your company to be used in the conference handbook given to all full conference attendees. (Submission deadline of September 23, 2011)
- Look over the information sent by Las Vegas Expo the conference contractor.
 - Arrange booth services such as carpet, electricity, etc...
 - Look over shipping information, print shipping labels and prepare for shipment of booth and/or materials at the appropriate time.

Optional

- If you have signed up for a conference bag drop prepare for shipment of the items to Austin, TX **between October 17 and October 21, 2011**.
- If a representative from your company is speaking at the conference send in a brief bio and picture to jeff@pubcon.com.