

## NeoCon 2025 Exhibitor Checklist

Click on <u>links</u> for more details.

June 9—11, 2025 THE MART, Chicago

Confirm Exhibitor Registration Contacts and Marketing / Admin Contacts for NeoCon 2025.
Register staff for NeoCon 2025.
Set up your Company Profile for the NeoCon 2025 Online Exhibitor Directory.
Book hotels through the official travel provider for NeoCon, onPeak.
Review key dates and details for move-in/out, deliveries, and construction and booth services.  → Showrooms → 7th Floor Exhibitors
Capture attendee data during the show. Choose from two different types of lead retrieval services - Scanning (active) and RFID Towers (passive).
See our list of preferred vendors, caterers and rental services.
Elevate your brand's presence before, during and after the show with the following marketing tools, exclusive to NeoCon 2025 exhibitors:  → Digital and Onsite Sponsorship Opportunities  → Social Media Opportunities and Toolkit  → Media Partner Opportunities
Start your submission for the Best of NeoCon Awards. Submission platform opens in March.
Submit products for other <u>Industry Awards</u> . (HiP, MetropolisLikes, IIDA Showroom and Booth Design Competition).
Prepare your <u>Digital Press Kits</u> for the Virtual Press Room.