

2018 Exhibitor Checklist

Secure your booth space

- ☐ **Choose your booth** – www.theRADexpo.com/register
- ☐ **Pay in full** – Payment is due within 5 business days of making your booth reservation.
- ☐ **Booth Staff Badges** – Provide your staff names for the event by September 19, 2018. Go to the email (sent after registration) with the subject line "RAD Expo 2018 Invites You to Edit: "Company Name." Go to the tab "In the booth" to add/edit attending personnel.
- ☐ **Show Listing** – When you secure your booth be sure to provide a company listing for the website and show guide. Go to the email (sent after registration) titled "RAD Expo 2018 Invites You to Edit: "Company Name" to add/edit a company description and information.

Leave an impression

- ☐ **Advertise in Marijuana Venture** – Contact lisa@marijuanaventure.com for a media kit for Marijuana Venture, the #1 business magazine for the cannabis industry.
- ☐ **Sponsor the Event** – Grow your footprint at the RAD Expo by planting your brand.
- ☐ **Advertise in the Show Guide** – Contact theradexpo@gmail.com for details and pricing.

Before the show

- ☐ **Book your Hotel** – The RAD Expo has partnered with DoubleTree by Hilton Portland to get you the best rates on hotels for your trip. Use the group code **RAD** to get your discounted rate. More info can be found at www.theRADexpo.com/hotels
- ☐ **Invite your customers and guests** – **Registration is Open!**
- ☐ **Encourage your base** to preregister for a **FREE EXPO PASS** to the RAD Expo before September 19, 2018. (Unregistered attendees will be charged \$25 for on-site registration.)
- ☐ **Booth Furnishings** – Place order with DWA, Show Decorator. Take 5% off if you place your order by September 26, 2018. DWA also coordinates advanced shipping of your booth to the show. Use the show code **RAD2018**. www.dwatradeshow.com
- ☐ **Booth Hanging Signs** – Order a new sign or have your own hung over your booth. Contact DWA by September 26 to create a custom sign or arrange rigging. www.dwatradeshow.com
- ☐ **Order Utilities** – Need electricity, water, A/V or phone service? Order from the Oregon Convention Center. www.oregoncc.org/exhibitors
- ☐ **Got Wi-fi?** – **We got it for you.** The exhibit hall is equipped with FREE Wi-Fi during the event, courtesy of the RAD Expo and Marijuana Venture.
- ☐ **Lead Retrieval Unit** – Stay tuned for information on how to order your Lead Retrieval Unit.

At the show

- ☐ **Exhibitor Move-In** – Tuesday, October 9 from 8am – 8pm.
- ☐ **Enjoy the show!** Smile. Grow your network, set meetings and engage new customers. Make connections, write orders and close the deal! Show hours are Wednesday, October 10 from 10am – 5pm and Thursday, October 11 from 10am – 3pm.
- ☐ **Exhibitor Move-Out** – Begins at close of show, Thursday, October 11 from 3pm – 9pm. Wait for the carpet to be rolled up before the empty racks and pallets will be returned and recycling service begins.
- ☐ **ZERO Waste Policy** – The Oregon Convention Center holds the highest Platinum standard in LEED Certification. Respect our environment and space by disposing of all your surplus exhibit items at the close of show in the correct bin. We will be providing multiple recycling stations as soon as the carpet is rolled up.

*Failing to respect and participate in the OCC waste reduction/ recycling program may result in your company being barred from future RAD Expos. **Do your part to keep our industry green.***

Post show

- ☐ **Give us your feedback** – We want to hear from you! Let us know what we did well and what we can improve on so we can continue to make our retail-focused expo a success!

Our aim is to be the most professional and relevant business to business event for retail and dispensary owners, managers or prospective owners planning their operations.

Thank you for exhibiting at the RAD Expo 2018!