



**FEBRUARY 13 - 15, 2016**  
**PENNSYLVANIA CONVENTION CENTER - HALL A**  
**PHILADELPHIA, PA**



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## ACRE EXHIBITOR CHECK LIST

Here is a checklist of important planning items and things to do before arriving at the ACRE™ show:

### Completed?

- ☐ Review the entire contents of this ACRE™ Philadelphia 2016 exhibitor kit. Save a copy of this file to your computer so that you may access it at any time, or reference the “Exhibitor Service Manual” link located in the ACRE™ Philadelphia section of your Wholesalecrafts.com™ Artist Homepage.
- ☐ Review the Exhibitor FAQs located under the Exhibitors menu at [www.ACREPhiladelphia.com](http://www.ACREPhiladelphia.com) and in the LINKS section of your Wholesalecrafts.com™ Artist Homepage, under the “HELP/F.A.Q.s” link.
- ☐ Make sure you have priced your items for wholesale, create line sheets and order forms to use at the show.
- ☐ Review the ACRE™ Discussion Board posts and ask for advice if needed.
- ☐ Plan your booth display. Prepare a drawing, create a mock-up, take pictures, and ask for advice if necessary. For inspiration visit our Pinterest page at <http://www.pinterest.com/wholesalecrafts>.
- ☐ Plan a lighting concept for your booth. Make sure to review the electrical guidelines information contained in this kit.
- ☐ Place any necessary display counter, furniture, labor, etc. orders with Vista through this kit. Order early to SAVE \$!
- ☐ YRC is the official show carrier for ACRE Philadelphia. When using YRC as your shipper you also get 30 days of advance warehouse storage for FREE. Please contact the YRC Expo hotline at 1-800-531-3976 (expo) and ask for a rate to or from the show. Mention “81200 tariff” to get a rate. You may also use that line to request a pick up or trace your shipment 24/7.
- ☐ Make hotel/accommodation arrangements during ACRE™. For a list of hotels offering reduced ACRE™ show rates, visit [www.ACREPhiladelphia.com](http://www.ACREPhiladelphia.com).
- ☐ Review your scheduled set up time, which can be found in this kit.
- ☐ Review the move-in and move-out procedures information contained in this kit.
- ☐ Register any guests/helpers online, to expedite check-in at the show. To register, use the “Register Booth Helpers” link located in the ACRE™ Philadelphia section of your Wholesalecrafts.com™ Artist Homepage.
- ☐ Review and complete the ACRE™ Philadelphia Marketing Checklist located in this kit.