

# 2026 EXHIBITOR CHECKLIST

# Lawn & Landscape<sup>®</sup> technology conference

JULY 22-24, 2026 • SCOTTSDALE, ARIZONA

## ☒ TO DO

ONGOING	Deadline
<input type="checkbox"/> Promote your booth and engage your audience on social media!	Ongoing
APRIL 2026	Deadline
<input type="checkbox"/> Send Event Management a high-resolution copy of your Logo and Description	4/26/2026
<input type="checkbox"/> Download the Exhibitor Services Kit	6/06/2025
JUNE 2025	Deadline
<input type="checkbox"/> Send in your Certificate of Insurance to Event Management	6/05/2026
<input type="checkbox"/> Early Pricing Deadline with Show Services	6/19/2026
<input type="checkbox"/> Book hotel accommodations for your on-site staff at the host hotel	6/29/2026
JULY 2026	Deadline
<input type="checkbox"/> Update your company profile for the Event App	7/06/2026
<input type="checkbox"/> Last day to order electrical for your booth space with discount	TBD
<input type="checkbox"/> Last day to order Internet Service with discount	TBD
<input type="checkbox"/> Deadline for advanced warehouse shipments with discount	7/10/2026
<input type="checkbox"/> Deadline for advanced warehouse shipments to arrive	7/17/2026
<input type="checkbox"/> Assign LeadCapture license through the exhibitor portal	7/17/2026
<input type="checkbox"/> Pre-Register your Booth Staff through the Exhibitor Portal	7/17/2026
<input type="checkbox"/> Last date for ship to show shipments to arrive	7/22/2026
<input type="checkbox"/> Have your on-site staff download the event app	7/22/2026

## BOOTH PACKAGE

Each 10x10 exhibit package includes:

- (1) 6' Table, draped table (white)
- (1) 8-foot-high back drape,  
3-foot-high side drape (if applicable)
- (2) Side chairs
- (1) Wastebasket
- (1) Exhibitor ID Sign

## EXHIBIT HALL

### EXHIBITOR SET-UP:

Tuesday, July 21, 2026  
8:00 a.m. – 5:00 p.m.

Wednesday, July 22, 2026  
8:00 a.m. – 5:00 p.m.

### EXHIBIT HOURS:

Wednesday, July 22, 2026  
5:30 p.m. – 7:30 p.m.

Thursday, July 23, 2026  
10:00 a.m. – 5:30 p.m.

### EXHIBIT HALL MOVE-OUT:

Thursday, July 23, 2026  
5:30 p.m. – 10:00 p.m.