

# EXHIBITOR CHECKLIST

## PRE-SHOW REMINDERS

- Confirm event date, and booth number
- Review exhibitor guidelines and facility rules
- Order booth services if needed through the Exhibitor Store at [albanycapitalcenter.com](http://albanycapitalcenter.com)

## SHIPPING REMINDERS

- Clearly label all shipments with event name & booth number
- Ship materials to arrive no more than 7 days before event
- Print return shipping labels in advance
- Schedule return carrier pickup (FedEx, UPS, etc.)

## EXHIBITOR BOOTH SERVICES

- Locate loading dock (54 Howard Street)
- Unload materials and move vehicle promptly
- Transport materials to booth using freight elevator if needed.

## BREAKDOWN & POST-SHOW

- Pack items and attach return shipping labels
- Confirm pickup is scheduled with carrier
- Leave return shipments at booth



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