

CONFERENCE CHECKLIST

exploreboard

CONFIRM EQUIPMENT AVAILABILITY:

S SCREEN/TABLET

Communicate your plans with your local Ops Manager and the VisitorFun team (ebsupport@visitorfun.com)

S STAND

In the likely event that your warehouse may not have extra equipment available, allow plenty of time for equipment to be shipped to your location

P PLAYER (if not a tablet)

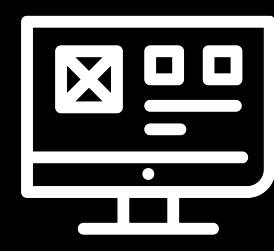
RESERVE EQUIPMENT

30 DAYS IN ADVANCE



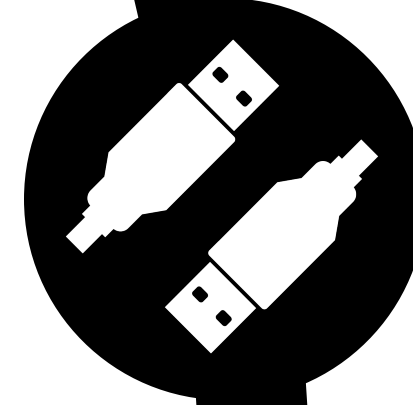
CONFIRM CONTENT

2 WEEKS IN ADVANCE



CONFIRM POWER, INTERNET, DELIVERY & SET-UP PLANS

1 WEEK IN ADVANCE



PREP/TEST EQUIPMENT IN YOUR OFFICE

72-48 HOURS BEFORE



PACK UP EVERYTHING

24 HOURS BEFORE



DON'T FORGET

Cables, power cords, etc..

WHICH EB NETWORK(S)?

COMMUNICATE THE SPECIFIC EB CONTENT AND HOST LOCATION PROFILE DETAILS TO VISITORFUN TEAM MEMBERS

editor@visitorfun.com AND ebsupport@visitorfun.com

WHICH HOST PROFILE?

WHO? IS DELIVERING & SETTING UP

CONFIRM POWER & INTERNET AT YOUR BOOTH

LOAD CONTENT IN YOUR OFFICE & TEST EVERYTHING

It may take several hours to load content on a new player for the first time... and if any equipment is damaged or needs a repair, allow some time to fix or replace.

You will not want to leave the show to run out for a power strip, extension cord or ethernet cable.

ROCK THE SHOW