CONFERENCE CHECKLIST

exploreboard

CONFIRM EQUIPMENT AVAILABLITY:

S SCREEN/TABLET

S STAND

P PLAYER (if not a tablet)

Communicate your plans with your local Ops Manager and Ettractions (ebsupport@ettractions.com)...
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

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

ROCK
THE SHOW

WHICH
EB NETWORK(S)?

COMMUNICATE THE SPECIFIC EB CONTENT AND HOST LOCATION PROFILE DETAILS TO ETTRACTIONS TEAM MEMBERS editor@ettractions.com AND ebsupport@ettractions.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.

DON'T FORGET

Cables, power cords, etc..

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