

Exhibitor Checklist

Minot Home & Outdoor Fun Expo 2025

 North Dakota State Fair Center |  October 18–19, 2025 |  10:00 AM – 5:00 PM

Use this checklist to ensure you're fully prepared and making the most out of your exhibitor experience!

Before the Expo

☐ **Complete Registration & Submit Payment**

Booth registration must be paid in full to secure your spot at the show.

☐ **Review Exhibitor Kit**

Make sure you're familiar with move-in/move-out times, booth specs, parking, and set-up instructions.

☐ **Reserve Add-Ons** *(if needed)*

Order additional tables, electricity, signage, carpet, internet access, or other booth extras.

☐ **Sign Up for an Express Talk**

Spots are limited! Deliver a 10–15 minute booth talk on a fun, informative topic or product promo. Talks will be featured in the printed program and on the website for extra visibility!

☐ **Explore Sponsorship Opportunities**

Boost your brand awareness with upgraded visibility through banner placement, program features, digital ads, or presenting sponsorships. Contact our team to find a package that fits your goals!

☐ **Promote Your Booth**

Share your participation on social media, email newsletters, and your website. Use the official event hashtag to get noticed!

☐ **Plan a Show-Only Special or Giveaway**

Entice buyers to act now with limited-time show pricing or exclusive offers.

☐ **Prepare Marketing Materials**

Bring plenty of business cards, flyers, signage, and promotional materials to distribute during the show.

☐ **Send Us Your Business Info**

Submit your company description and logo for inclusion in the event program and on our website.

During the Expo

☐ **Check In at Exhibitor Registration**

Pick up your badges and final details upon arrival.

☐ **Engage Attendees with Demos or Activities**

Create a hands-on experience that draws a crowd and sparks conversation.

☐ **Network with Other Vendors & Sponsors**

Build relationships that could lead to collaborations and future business.

☐ **Collect Leads & Contact Info**

Be ready to capture attendee info—plus, we'll provide a full attendee list with contact details after the show!

After the Expo

☐ **Break Down Booth by 11:30 PM Sunday**

Please do not begin tear-down before the show ends at 5:00 PM.

☐ **Follow Up with Leads**

Send thank-yous, offers, and additional info to attendees who stopped by your booth.

☐ **Share Photos & Highlights Online**

Keep the momentum going by posting your booth experience and tagging the event.

☐ **Send Us Feedback**

Help us improve by sharing your thoughts about the event!