2027 PAA APARTogether EXPO Exhibitor Checklist

✅ Registration

- Review booth and sponsorship opportunities
- Select your booth location
- Determine if your team will participate in the Business Exchange

✅ Complete Your Registration

- Select and purchase booth space
- Purchase applicable sponsorships
- Submit payment

✅ Complete Your Exhibitor Profile (mapD login)

- Upload company logo
- Update company description
- Select service categories
- Add website and contact information
- Upload product/service images
- Add/update booth representatives

✅ Prepare for the Show – Booth and Shipping Information

- Order any additional booth furnishings
- Review shipping details/deadlines

Advance Warehouse Shipping Address:
Name of Exhibiting Company
Your Booth Number
Pennsylvania Apartment Association
General Exposition Services
159 S Limerick Road
Suite 201
Royersford, PA 19468

Any shipment palletized or crated in a non-dock height vehicle must make arrangements for unloading prior to delivery.

- **Advance Warehouse Discount Deadline: Friday, February 26, 2027**
  Last Date to Arrive at Warehouse Address: Friday, March 12, 2027
  Warehouse receiving hours: Monday - Friday 8:00 AM - 11:30AM and 12:30 PM - 4:00 PM

- Confirm travel and hotel accommodations
- Develop booth promotions and giveaways
- Create lead capture strategy

✅ Get Your Team Ready

- Train booth staff
- Review event schedule
- Download exhibitor resources and event app

✅ Promote Your Participation

- Share your booth number on social media
- Invite customers and prospects to visit your booth
- Use APARTogether EXPO marketing materials and graphics
- Announce any giveaways, demonstrations, or special offers

✅ Final Check Before Arrival

- Verify booth representative registrations
- Confirm shipping and delivery of booth materials
- Pack marketing collateral and business cards
- Review setup and show hours

✅ Included with Every Booth

✓ Electric service
✓ Lead retrieval app
✓ 6ft table, 2 chairs, wastebasket
✓ Company listing in exhibitor directory
✓ Registration for four (4) company representatives

Connect. Grow. Exhibit. We look forward to seeing you at APARTogether EXPO Philadelphia!