

# EXHIBITOR CHECKLIST

## Review the exhibitor service manual

The Exhibitor Services Manual is your complete resource for preparing and executing a standout presence at HD Expo 2026

## Update profile in the exhibitor hub

Manage your company profile for your online listing on the HD website and app.

## Register for staff badges

Exhibitor booth staff, teams and vendors must have individual badges to access the show floor at all times. Register your staff early to avoid any delays onsite! Please note, you must be registered to access to the HD app.

## Book your hotel in the official block

Rooms nearby go quickly—and staying close makes your week easier from start to finish.

## Invite your customers to join you

Each exhibitor receives a complimentary promo code to share with clients, prospects, and partners. This code provides access to a free Expo pass or discounted Full Conference pass. Your code can be found in the [Exhibitor Hub](#).

## Make your Freeman orders

Watch the [Freeman](#) webinar and learn where you can manage freight and order products and services for your booth.

## Submit EAC Form

All exhibitors who wish to use an Exhibitor Appointed Contractor (EAC) must complete a submission form.

## Submit your Certificate of Insurance

Exhibitors must maintain insurance that meets the requirements noted in the manual and provide proof to HD Expo before the show.

## [Download the HD app](#)

Make sure your online profile is up to date in the exhibitor hub and that you are registered with an exhibitor badge to have access.