



VRMA 26 NASHVILLE EXHIBITOR CHECKLIST

To make the most of your experience, take a moment to review this checklist and stay on top of key deadlines.

- ✓ **Register Your Staff (Required) – ASAP**
 - Register your staff in advance to ensure a quick check-in process at the exhibitor registration desk onsite.
 - Click [here](#) to register your staff today.
- ✓ **Book Your Hotel Room (Required) – Monday, June 7**
 - VRMA is happy to provide seven (7) hotel options for your stay, all within a short walking distance surrounding the Music City Center.
 - Rooms can be booked through the VRMA 26 Nashville booking site [here](#).
- ✓ **Submit your Product Categories and Company Profile Information (Required) – Friday, August 7**
 - The information you submit [here](#) will be used for the VRMA 26 Nashville mobile app, [VRMA 26 Nashville Exhibitor Directory Portal](#), onsite signage, and other conference marketing materials.
 - Instructions on how to submit your information have been sent via email and can also be found [here](#).
 - **Note:** If you exhibited in 2025, we already have this information.
- ✓ **Submit your Exhibitor Promotional Videos (Required) – Thursday, August 20**
 - Let attendees know all about your company! To participate, upload a video that showcases your company and encourages attendees to visit your booth in Nashville.
 - [Click here](#) to upload a 45-second or less video.
- ✓ **Submit your Exhibitor Donation Program Forms (Optional) – Tuesday, October 6**
 - VRMA is partnering with Habitat for Humanity for its exhibitor donation program, offering an easy way to donate unused materials or products after the show. [Click here](#) for more information.
- ✓ **Order Exhibitor Materials (Optional) – Thursday, September 3**
 - Order signage, table covers, and display items online before the deadline [here](#).
- ✓ **Exhibitor Shipping Information (Optional) – Thursday, September 3 – Friday, September 25**
- ✓ **Submit Expo Hall Experiences (Optional) – Friday, September 4**
 - If you'll be offering any food or beverage items at your booth—or hosting a fun activation or experience—we'd love to promote it to attendees.
 - **Reminder:** All [food and beverage orders](#) must be submitted through the Music City Center. *Outside food and beverage is not permitted.*
- ✓ **Complete Electrical Order Form (Optional)**
 - **Note:** Booths come with a 20-amp power strip; if you require more, you can place orders [here](#).
- ✓ **Complete Lead Retrieval Form (Optional) – Friday, September 18**
 - Place orders [here](#).
- ✓ **Submit Ancillary Events Form (If Applicable) – Friday, September 4**
 - If you are hosting a function outside of the hotel, it cannot conflict with the program hours below. VRMA staff will need to be informed of any plans and details for any off-site functions shared.
 - Submit your ancillary event information [here](#).