

Exhibitor Checklist

----- BEFORE -----

- ☐ **Update your profile on Map Your Show**
Upload your company logo, description, contact info, and job positions to inform visitors about your hiring needs.
- ☐ **Utilize Social Media**
Download our pre-made social media banners and use our Ingo link to raise awareness of your presence at the show. Make sure to use the hashtags #EnergyWorksCareer and #EnergyWorks!
- ☐ **Plan your Booth Design & Setup**
Prepare branding assets in advance to bring to the show.
- ☐ **Plan Out Your Resume Submission Process**
Create a separate portal for attendees or have business cards ready to hand out for resume submission.

----- DURING -----

- ☐ **Arrive Early**
Ensure everything is in its place by arriving early to set up your booth.
- ☐ **Engage with Visitors**
Proactively engage visitors to encourage them to interact with your booth.
- ☐ **Visit the Programming**
Learn how to hire for the energy transition and how to attract and retain talent.
- ☐ **Make Use of the Interview Alley**
Ensure you have somebody onsite to interview candidates.

----- AFTER -----

- ☐ **Complete Our Exhibitor Survey**
Complete our exhibitor survey so we can continue to deliver an exceptional show experience.