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**Use this checklist to assist you in preparing for Pawn Expo**

\_\_\_\_\_ Submit Booth Application and Contract

\_\_\_\_\_ Pay balance in full by February 26,2023

\_\_\_\_\_ Consider Pawn Expo 2023 sponsorship opportunities (available only to exhibitors)

\_\_\_\_\_ Book Industry Insight if interested, for July 17 ($850 for members)

\_\_\_\_\_ Visit [Exhibitor Resource Section](https://www.pawnexpo.com/2023-exhibitor-resources) for A-Z answers about booth logistics

\_\_\_\_\_ Please re-read [Convention Rules and Regulations](https://www.pawnexpo.com/wp-content/uploads/2023/03/Convention-Rules.pdf) (\*pages 28-36 updated since 2022)

\_\_\_\_\_ Make hotel reservations through [PawnExpo.com](https://www.pawnexpo.com/) – Pawn Expo rate available until June 1, 2023

\_\_\_\_\_ Book airline tickets and/or arrange transportation to Cobb Galleria Center Atlanta

\_\_\_\_\_ Submit [certificate of insurance](https://www.pawnexpo.com/wp-content/uploads/2023/03/Rainprotection-National-Pawnbrokers-Association-Pawn-Expo-July-17-20-2023-1.pdf) – Due no later than May 1, 2023

\_\_\_\_\_ Register your complimentary attendees at [PawnExpo.com](https://events.american-tradeshow.com/pawn2023/), by July 1, 2023

\_\_\_\_\_ [Look at quick facts](https://www.pawnexpo.com/wp-content/uploads/2023/03/Quick-Facts.pdf)  for information about what is included with booth, hours, shipping addresses, and contacts

\_\_\_\_\_ Review the [RPMXPO On-line](https://rpmxpo.boomerecommerce.com/Pages/Security/Login.aspx?ReturnUrl=%2f) ordering expo kit to arrange shipments and order booth related items. Early Bird ordering ends Jun 16, 2023.

\_\_\_\_\_ Do not forget to order electricity, Internet and AV from [Cobb Galleria Centre](https://cobbgalleria.com/exhibitors/online-ordering/) directly

\_\_\_\_\_ Shipments to arrive at RPMXPO warehouse earliest June 23 until last day July 7, 2023. [Shipping labels](https://www.pawnexpo.com/wp-content/uploads/2023/03/shipping-labels.pdf) included in expo kit.

\_\_\_\_\_ Mobile App will be downloadable in June 2023

**SHOW SCHEDULE**

* Monday July 17 conference day, GIA training, Jewelry Exchange 1-6:30pm, Industry Insights 12-6pm, Welcome Mixer 5-6pm
* Tuesday July 18 Conference Day, Exhibitor Set-up 8:30-6pm, Jewelry Exchange 9am-12pm, 7pm NPA Gala and auction
* Wednesday July 19 Exhibit Hall open 10:30-6pm, Vendor Love reception 5-6pm, Atlanta Braves game 7pm
* Thursday July 20 Exhibit Hall 9-1:30pm. All booths must be staffed until close. All exhibits must be packed by 5:30pm.

For any questions about booth logistics and registration contact [Veronica@nationalpawnbrokers.org](mailto:Veronica@nationalpawnbrokers.org)

For Sponsorships and marketing contact [Jody@nationalpawnbrokers.org](mailto:Jody@nationalpawnbrokers.org)