**GLASSBUILD AMERICA**

**FIRST TIME ATTENDEE CHECKLIST**

**BEFORE**

* Review the [GlassBuild website](https://www.glassbuildamerica.com/) to get a feel for this year’s event.
	+ [Register to attend!](https://www.glassbuildamerica.com/registration)
	+ [Book your hotel!](https://www.glassbuildamerica.com/hotel-accommodations)
* Review the [Schedule](https://www.glassbuildamerica.com/schedule) and create an agenda; add social events, educational sessions, meetups and networking opportunities to your calendar
* Are you a glazing contractor? Register to attend the [Glazing Executives Forum](https://www.glassbuildamerica.com/news/join-us-2025-glazing-executives-forum) (GEF)
* Review the [Product Showcase](https://glassbuildamerica2025.mapyourshow.com/8_0/explore/products.cfm?sortfield=dateinserted_t&sortdirection=desc&classification=2,3), [Product Categories](https://glassbuildamerica2025.mapyourshow.com/8_0/explore/exhibitor-categories.cfm#/), [New Products](https://glassbuildamerica2025.mapyourshow.com/8_0/explore/products.cfm?sortfield=dateinserted_t&categories=7|92&sortdirection=desc&classification=2,3) and [Featured Exhibitors](https://glassbuildamerica2025.mapyourshow.com/8_0/explore/featured-exhibitors.cfm) to select the companies you plan to visit
* Search the [exhibitor list](https://glassbuildamerica2025.mapyourshow.com/8_0/explore/exhibitor-gallery.cfm?featured=false) and filter by location or primary business
* Contact exhibitors you wish to visit by setting up a meeting date/time in advance.
* View the [exhibitor floorplan](https://glassbuildamerica2025.mapyourshow.com/8_0/floorplan/) and design your route
* Set 3 goals for yourself (e.g., meet 5 new contacts, attend 2 sessions)
* Use LinkedIn to connect with exhibitors and attendees and identify people you’d like to meet onsite.
* Pack business cards, comfortable shoes, phone charger, and business casual attire.
* Familiarize yourself with the [OCCC South Building](https://view.publitas.com/orange-county-convention-center/occc-north-south-floor-plan-book/page/1) to plan your route from your hotel to the event venue

**DURING**

* When collecting your badge, pick up a First Time Attendee ribbon at registration (Room S220) to make it easy for others to identify you.
* Familiarize yourself with the [Exhibit Hall](https://glassbuildamerica2025.mapyourshow.com/8_0/floorplan/index.cfm) to locate the following:
	+ Exhibit Hall: Lower Level, South Halls
	+ Glazing Executives Forum: Room S320
	+ Women in Glass + Fenestration Session (Main Stage, Thursday at 9:00am)
	+ Skills Challenge Area: Booth #21135
	+ Main Stage: Booth #27108
	+ Live @ GlassBuild Podcast Stage: Booth #27090
	+ NGA/FGIA Industry Pavilion: Booth #27096
	+ NGA Members’ Lounge: Booth #16041
	+ Hurricane Demo by Intertek: Booth #21153
	+ Food Court: Located by the Exhibit Hall Entrances
	+ Identify quiet spaces, lounges or charging areas.
	+ Pick up a World of Glass Map or view the locations around the world in the Members’ Lounge (Booth #16041)
* Celebrate Glass Magazine’s 75th Anniversary and the 2025 Glass Magazine Awards at Main Stage on Tuesday at 10:00am
* Post on social using #GlassBuild to start engaging with the industry; Share takeaways on LinkedIn and tag GlassBuild.
* Arrive early for the Main Stage sessions if you want a good seat.
* Engage with exhibitors and participate in hands-on demonstrations within the exhibitor booths.
* Visit [new exhibitors](https://glassbuildamerica2025.mapyourshow.com/8_0/explore/exhibitor-gallery.cfm?featured=false&firsttimer=true) to learn about their products and services
* Utilize the exhibitor locators located in the main aisles to search for specific companies and/or products/services.
* Exhibitors have their own networking events and if you get invited, be sure to attend and network with others in the industry.
* Attend a [Podcast Live](https://www.glassbuildamerica.com/news/glassbuild-podcast-studio)
* Attend the NGA Members-only Reception on Tuesday at 4:15pm in Booth #27120 to learn the benefits of NGA membership.
* Follow the Marching Band on Wednesday at 3:00pm to see who wins the Exhibitor Best in Show Awards
* Close out the event by attending the [GlassBuild in the Fast Lane After Party](https://www.glassbuildamerica.com/news/join-us-glassbuild-fast-lane-after-party) (Level 3 Foyer) on Thursday at 1pm (ticket required)

**AFTER**

* Follow up with your new contacts.
* Contact exhibitors with questions you have about their product/service.
* Continue to stay connected through social media and LinkedIn.
* Share your takeaways with your colleagues.
* Plan how you’ll apply what you learned in the next 30-60-90 days.
* Complete the GlassBuild Attendee Survey