

January market checklist

Revised October 14, 2026 | Preparation deadlines are in 2026

01 / YOUR MARKET CHECKLIST

Personal planning tool. Checkmarks do not submit information to Portico. Optional tasks apply only when relevant to your brand.

- ☐ Book travel and hotel
As soon as attendance is confirmed | Vendor | [Open contact or resource](#)
- ☐ Coordinate showroom design before production
Start now | Molly | [Open contact or resource](#)
- ☐ Confirm advertising participation (if applicable)
November 1, 2026 | Griffin | [Open contact or resource](#)
- ☐ Email discontinued-item list (if applicable)
November 2, 2026 | Karen | [Open contact or resource](#)
- ☐ Complete the January Market Planner
November 6, 2026 | Rebekah | [Open contact or resource](#)
- ☐ Request virtual sales training
November 6, 2026 | Karen | [Open contact or resource](#)
- ☐ Send advertising artwork (if applicable)
November 11, 2026 | Griffin | [Open contact or resource](#)
- ☐ Price & Data Changes (if applicable)
November 13, 2026 | Karen | [Open contact or resource](#)
- ☐ Price Tags & Ticketing (if applicable)
As needed | Karen | [Open contact or resource](#)
- ☐ Fill-In Orders & Inventory (if applicable)
November 13, 2026 | Karen | [Open contact or resource](#)
- ☐ Deliver approved signage; confirm displays and fixtures
November 30, 2026 | Molly | [Open contact or resource](#)
- ☐ Provide at least 2 printed barcode catalogs
December 14, 2026 | Zoë | [Open contact or resource](#)
- ☐ Email the digital catalog PDF to Griffin
December 4, 2026 | Griffin | [Open contact or resource](#)
- ☐ 1. Upload the current MarketTime product file
December 4, 2026 | Griffin | [Open contact or resource](#)
- ☐ 2. Upload SKU-matched images
December 4, 2026 | Griffin | [Open contact or resource](#)
- ☐ 3. Upload the current catalog or supplement
December 4, 2026 | Griffin | [Open contact or resource](#)

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- ☐ 4. Hotspot the catalog and check each link
December 4, 2026 | Griffin | [Open contact or resource](#)
- ☐ 5. Add or update promotions
December 4, 2026 | Griffin | [Open contact or resource](#)
- ☐ Submit customer show specials and terms (if applicable)
December 4, 2026 | Rebekah | [Open contact or resource](#)
- ☐ Submit rep incentive details (if applicable)
December 4, 2026 | Rebekah | [Open contact or resource](#)
- ☐ Send an updated customer list
December 4, 2026 | Rebekah | [Open contact or resource](#)
- ☐ Coordinate 250+ VIP swag items
Coordinate by December 4, 2026 | Karen | [Open contact or resource](#)
- ☐ Coordinate 30 temp treats
Coordinate by December 4, 2026 | Karen | [Open contact or resource](#)
- ☐ Coordinate your in-booth event (if applicable)
Coordinate by December 4, 2026 | Kaeli | [Open contact or resource](#)
- ☐ Showroom samples received
Received by December 11, 2026 | Karen | [Open contact or resource](#)
- ☐ Fulfill Portico fill-in / replacement order (if applicable)
Confirm timing | Karen | [Open contact or resource](#)
- ☐ Ship rep kits, catalogs and road-selling tools
Confirm timing | Karen | [Open contact or resource](#)
- ☐ Ship in-booth event materials (if applicable)
Confirm arrival | Kaeli | [Open contact or resource](#)
- ☐ Bring your own iPads / scanners (if applicable)
Before arrival | Rebekah | [Open contact or resource](#)
- ☐ Complete outside-rep access form and check in (if applicable)
Before / on arrival | Rebekah | [Open contact or resource](#)
- ☐ Complete virtual sales training
Before the show opens | Karen | [Open contact or resource](#)