

EXHIBITOR SUCCESS CHECKLIST

A step-by-step checklist designed to help you prepare for a successful 2018 National Hardware Show!

	Action	Deadline	Completed
1	Update & Complete your Company Listing The Exhibitor Dashboard connects you to your most powerful marketing tool: your directory listing. A complete listing with product images, product categories, Show Specials and social media links will ensure great exposure and generate more pre-Show leads. View the How-To Guide to help you get started.	Printed Directory: March 8 Online & Mobile Directory: Ongoing	
2	Book Hotel & Travel Hotels fill up quickly—be sure to take advantage of our discounted hotel rates by booking with onPeak. Click here for rates and availability.	Complete ASAP Reservation Deadlines: April 4	
3	Review the Exhibitor Manual The exhibitor manual will give you complete A-Z information about everything Show-related. Ordering early will save you up to 30%— click here to review the information.	Deadlines start on: April 1	
4	Order Booth Electricity Click here to order electricity for your booth. 500 Watts, 5AMP lines start at \$127 if you order before the deadline!	April 12	
5	Order Booth Furnishings Order tables, chairs, carpeting and more at a discounted rate through Freeman, the official contractor. Click here to access their website for easy online ordering. <i>An additional Freeman account is required.</i>	April 12	
6	Order Catering Outside food or drink is NOT permitted on the Show Floor. Click here to order catering & request a menu from Centerplate, the official caterer.	April 17	
7	Order Telecommunications If you require a dedicated hard line service, click here to order it from COX Business at the Las Vegas Convention Center.	April 8	
8	Register Booth Staff You can register your staff for exhibitor badges through the Exhibitor Dashboard . <i>Click the link that reads: Register Your Staff.</i>	Ongoing	
9	Calculate your Material Handling Ship to the Advanced Warehouse starting at \$64.75 (100 pound minimum). Ship to Show Site starting at \$61.00 (100 pound minimum).	Warehouse: Beginning April 4 Show site: After May 3	
10	Review your Sponsorship Opportunities Click here for resources to help you connect with influential industry professionals.	Ongoing	

Need Help? Contact Your Customer Success Manager



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