

	Action	Deadline	Completed
1	<p><b>Update &amp; Complete your Company Listing</b> The <a href="#">Exhibitor Dashboard</a> 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.</p>	<p>Printed Directory: March 12</p> <p>Online &amp; Mobile Directory: Ongoing</p>	
2	<p><b>Book Hotel &amp; Travel</b> Hotels fill up quickly—be sure to take advantage of our discounted hotel rates by booking with Connections Housing. <a href="#">Click here</a> for rates and availability.</p>	Complete ASAP	
3	<p><b>Review the Exhibitor Manual</b> The exhibitor manual will give you complete A-Z information about everything Show-related. Ordering early will save you up to 30%—<a href="#">click here</a> to review the information.</p>	Deadlines start on: April 5 (EAC Form is due March 30)	
4	<p><b>Order Booth Electricity</b> <a href="#">Click here</a> to order electricity for your booth. 500 Watts, 5AMP lines start at \$136 if you order before the April 9th deadline!</p>	April 9	
5	<p><b>Order Booth Furnishings</b> Order tables, chairs, carpeting and more at a discounted rate through Freeman, the official contractor. <a href="#">Click here</a> to access their website for easy online ordering. <i>An additional Freeman account is required.</i></p>	April 9	
6	<p><b>Order Catering</b> Outside food or drink is NOT permitted on the Show Floor. <a href="#">Click here</a> to order catering &amp; request a menu from Centerplate, the official caterer.</p>	April 20	
7	<p><b>Order Telecommunications</b> If you require a dedicated hard line service, <a href="#">click here</a> to order it from COX Business at the Las Vegas Convention Center.</p>	April 5	
8	<p><b>Register Booth Staff</b> You can register your staff for exhibitor badges through the <a href="#">Exhibitor Dashboard</a>. <i>Click the link that reads: Register Your Staff.</i></p>	Ongoing	
9	<p><b>Calculate your Material Handling</b> Ship to the <a href="#">Advanced Warehouse</a> starting at \$69.00 (100 pound minimum). Ship to <a href="#">Show Site</a> starting at \$65.00 (100 pound minimum). For detailed information and FAQs on shipping, <a href="#">click here</a>.</p>	<p>Warehouse: Beginning March 31 Ending April 21</p> <p>Show site: After April 30</p>	
10	<p><b>Review your Sponsorship Opportunities</b> <a href="#">Click here</a> for resources to help you connect with influential industry professionals.</p>	Ongoing	

**Need Help? Contact Your Customer Success Manager**



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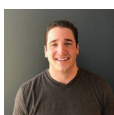
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