

EXHIBITOR SUCCESS CHECKLIST

A step-by-step checklist designed to help you prepare for a successful 2025 National Hardware Show!

	ACTION	DEADLINE	COMPLETED
1	<p>Update & Complete your Company Listing</p> <p>The Exhibitor Hub 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>	Ongoing	
2	<p>Book Hotel & Travel</p> <p>Hotels fill up quickly—be sure to take advantage of our discounted hotel rates by booking with Connections Housing. Click here for hotel rates and availability. Click here to view the Travel & Hotel page for additional information.</p>	Discount deadlines start February 12	
3	<p>Review the Exhibitor Manual</p> <p>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.</p>	Discount deadlines start February 14	
4	<p>Order Booth Electricity</p> <p>Click here to order electricity for your booth. For more information on Electrical Services click here.</p>	Discount deadline: February 24	
5	<p>Order Booth Furnishings</p> <p>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. A Freeman account is required.</p>	Discount deadline: February 24	
6	<p>Order Catering</p> <p>Outside food or drink is NOT permitted on the Show Floor. Click here for information on how to order catering & to view the menu from Sodexo, the official caterer.</p>	Orders to be finalized by: 12pm PST on February 17	
7	<p>Order Telecommunications</p> <p>If you require a dedicated hardline internet service or wi-fi, click here to order it from COX Business at the Las Vegas Convention Center.</p>	Discount deadline: February 14	
8	<p>Register Booth Staff</p> <p>You can register your staff for exhibitor badges through the Exhibitor Hub. Select 'Register Your Staff'.</p>	Ongoing	
9	<p>Calculate your Material Handling</p> <p>Ship to the Advanced Warehouse. Ship to Show Site. For detailed information on shipping, click here. NHS Backyard exhibitors need to use different shipping labels found in the Exhibitor Manual.</p>	Warehouse: Beginning February 20 Ending March 13 Show site: After March 25	
10	<p>Review your Sponsorship Opportunities</p> <p>Click here for sponsorship opportunities to get your brand in front of a diverse range of buyers before, during and after the Show.</p>	Ongoing	

Need help? Contact Your Customer Success Manager.

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If you are an international exhibitor, please visit the [Contact Us](#) page on the NHS website to find your Customer Success Manager.