

<u>Activity</u>	<u>Deadline</u>
<input type="checkbox"/> Exhibitor Resource Center The Exhibitor Resource Section has been created so all forms, links and information you need are available in one easy location to help you prepare for your participation in NFMT Baltimore	ASAP
<input type="checkbox"/> Advertising & Marketing Opportunities The complete list of Advertising & Marketing opportunities is available online .	ASAP
<input type="checkbox"/> NFMT Banner Ads Promote your participation in NFMT by including an NFMT graphic on your company website, and in your signature block. Download a Banner Ad .	ASAP
<input type="checkbox"/> Online Event Directory Listing submission Directory listing is available online for the on-site printed directory. Directory listing for the on-site printed addendum (for companies who have not submitted their directory listing information by February 3rd)	ASAP
<input type="checkbox"/> Exhibitor Badge Registration Online registration	Opens Jan. 18, 2016
<input type="checkbox"/> Hotel reservations -Visit Baltimore is our official Housing Provider Online reservations <i>Visit Baltimore will still take reservations after February 11, subject to hotel availability and the group rate is not guaranteed.</i>	ASAP Deadline Date: February 11, 2016
<input type="checkbox"/> Vehicle Display Authorization Form Vehicle Form	
<input type="checkbox"/> Exhibitor Appointed Contractor (EAC) (if applicable) EAC form	2/19
<input type="checkbox"/> Privately Owned Vehicle (POV) (Dock Pass Request) POV Information	3/27

Shepard – Official Contractor

[Online Ordering Link](#)

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|--------------------------|--------------------------------------------------------------------------------------------------------|-------------|
| <input type="checkbox"/> | Carpet & Exhibit Space Furnishings – take advantage of the discounted rates (if applicable) | 3/1 |
| <input type="checkbox"/> | Signs or banners for your exhibit space (<i>if applicable</i>) | 3/1 |
| | Signs and banners ordering information | |
| | Custom Hanging Signs (booths 400 sq. ft. or more) | 2/19 |
| <input type="checkbox"/> | Advance to Warehouse Shipping – <i>First Day Shipments Can Arrive</i> | 2/23 |
| <input type="checkbox"/> | Advance to Warehouse Shipping – <i>Last Day</i> to arrive without an additional fee | 3/11 |
| <input type="checkbox"/> | Direct to Show Site Shipping Labels - First day shipments can arrive an additional fee | 3/20 |
| <input type="checkbox"/> | Booth Rental Displays | 2/19 |
| <input type="checkbox"/> | Payment Authorization form | 3/1 |
| <input type="checkbox"/> | Third Party Authorization form | 3/1 |
| <input type="checkbox"/> | Labor Order Form | 3/1 |
| <input type="checkbox"/> | Mobile spotting fee form | 3/1 |
| <input type="checkbox"/> | Ground Rigging & Forklift order form | 3/1 |
| <input type="checkbox"/> | Overhead Rigging order form | 3/1 |

Other Contractors (any applicable)

Advanced Rate Deadlines
See order forms for discounted rates

- | | | |
|--------------------------|------------------------------------------------------------|---------------------------------------------------------------------|
| <input type="checkbox"/> | Lead Retrieval | 1/22 – <i>Early Bird</i>
2/7 – <i>Advance rate</i> |
| <input type="checkbox"/> | Telecommunications & Internet Services | 3/1 |
| <input type="checkbox"/> | Electrical, Plumbing & Compressed Air | 3/1 |
| <input type="checkbox"/> | Security | 3/8 |

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|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <input type="checkbox"/> | Booth Cleaning | 3/11 |
| <input type="checkbox"/> | Audio Visual | 3/11 |
| <input type="checkbox"/> | Floral | N/A |
| <input type="checkbox"/> | Food & Beverage | 3/14 |
| <input type="checkbox"/> | Photography | N/A |
| <input type="checkbox"/> | “Access your leads by logging into the Exhibitor Registration Dashboard” | Post-Show |
| <input type="checkbox"/> | Contact your Account Executive if your company did not participate in the on-site 2017 Space Selection process while at 2016 NFMT Baltimore to discuss your 2017 participation! | Post-Show |

For general questions, please take advantage of our instant chat feature located on the bottom right portion of the [Exhibitor Resource Center](#).