



## Exhibitor Checklist

### Exhibitor Resource Center

<http://nfmt.com/vegas/exhibithall/SearchResults.aspx#forexhibitors>

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The [Exhibitor Resource Section](#) has been created so all the forms, links and information you need are available in one easy location to help you prepare for your participation in NFMTVegas

<b><u>Activity</u></b>	<b><u>Deadline</u></b>
<input type="checkbox"/> <b>Marketing Opportunities</b> The complete list of marketing opportunities is available <a href="#">online</a> .	ASAP
<input type="checkbox"/> <b>Exhibitor Badge Registration</b> <a href="#">Online registration</a>	ASAP
<input type="checkbox"/> <b>Online Directory Listing -</b> <a href="#">See Exhibitor Resource Section link</a>	September 8, 2016
<input type="checkbox"/> <b>Vehicle Display Authorization Form</b> <a href="#">See Exhibitor Resource Section link</a>	ASAP
<input type="checkbox"/> <b>Hotel Reservations</b> <a href="#">Online ordering</a>	Subject to Availability
<input type="checkbox"/> <b>Shepard Online Ordering</b> – take advantage of the discount rates <a href="#">See Exhibitor Resource Section link</a>	October 11, 2016
<input type="checkbox"/> <b>Booth Furnishings</b> – take advantage of the discount rates <a href="#">See Exhibitor Resource Section link</a>	October 11, 2016
<input type="checkbox"/> <b>Carpeting/Flooring</b> - take advantage of the discount rates <a href="#">See Exhibitor Resource Section link</a>	October 11, 2016
<input type="checkbox"/> <b>Signs or banners</b> <a href="#">See Exhibitor Resource Section link</a>	October 11, 2016
<input type="checkbox"/> <b>First Day Freight Can Arrive at Warehouse</b> <a href="#">See label samples in Exhibitor Resources</a>	October 4, 2016
<input type="checkbox"/> <b>Electrical Services</b> – take advantage of the discount rates <a href="#">See Exhibitor Resource Section link</a>	October 11, 2016
<input type="checkbox"/> <b>Air, Water, Drain &amp; Gas</b> – take advantage of the discount rates <a href="#">See Exhibitor Resource Section link</a>	October 11, 2016

- Motorized Unit/Vehicle Spotting Fee Form** October 11, 2016  
[See Exhibitor Resource Section link](#)
- Exhibitor Appointed Contractor (EAC)** (if applicable) October 10, 2016  
[See Exhibitor Resource Section link](#)
- Internet & Telecommunications** – take advantage of the discount rates October 11, 2016  
[See Exhibitor Resource Section link](#)
- Last Day Freight Can Arrive at Warehouse** October 24, 2016  
[See label samples in Exhibitor Resources](#)
- First Day Freight Can Arrive at Show Site** October 31, 2016  
[See label samples in Exhibitor Resources](#)

### **Auxiliary Services**

### **Deadline**

- Floral** – *National Plant & Floral*  
[See Exhibitor Resource Section link](#)
- Lead Retrieval** – *CompuSystems* September 19, 2016  
[See Exhibitor Resource Section link](#)
- Food & Beverage** October 11, 2016  
[See Exhibitor Resource Section link](#)
- Mirage Exhibitor Services** October 11, 2016  
[See Exhibitor Resource Section link](#)
- Ground Rigging/Forklift Rental** October 11, 2016  
[See Exhibitor Resource Section link](#)
- Audio Visual & Computer Rental** September 19, 2016  
[See Exhibitor Resource Section link](#)
- Booth Cleaning Services** October 11, 2016  
[See Exhibitor Resource Section link](#)
- Booth Security** –SOA Security October 21, 2016  
[See Exhibitor Resource Section link](#)
- Follow-up with the leads you generated at the 2016 NFMTVegas event Post-Show
- Post-show registrant file will be emailed to point of contact on your contract. (Mailing information only) November 25, 2016
- Contact your Account Executive if your company did not participate in the 2017 space selection process during the 2016 NFMTVegas event to discuss your 2017 participation!