

<u>Activity</u>	<u>Deadline</u>
<p><input type="checkbox"/> <b>Exhibitor Resource Center</b> <span style="float: right;">ASAP</span></p> <p>The <a href="#">Exhibitor Resource Section</a> 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 NFMT &amp; Smart Building Innovations.</p>	
<p><input type="checkbox"/> <b>Marketing Opportunities</b> <span style="float: right;">ASAP</span></p> <p>The complete list of marketing opportunities is available <a href="#">online</a>.</p>	
<p><input type="checkbox"/> <b>Banner Ads</b> <span style="float: right;">ASAP</span></p> <p>Promote your participation in NFMT or Smart Building Innovations by including a web banner on your company website, and in your signature block.</p> <p><a href="http://www.reachfms.com/e/trade_shows/nfmt/2018/baltimore/nfmt18-exh-email.html">http://www.reachfms.com/e/trade_shows/nfmt/2018/baltimore/nfmt18-exh-email.html</a></p>	
<p><input type="checkbox"/> <b><a href="#">Online Directory Listings submission</a></b> <span style="float: right;">ASAP</span></p> <p>Directory listing for the on-site printed directory</p> <p>Directory listing for the on-site printed addendum (for companies who have not submitted their directory listing information by January 26)</p> <p>When you enter your company information online, you will also have the opportunity to upload a video to <a href="#">NFMT Insider</a>. While the deadline for the on-site directory is January 16, the opportunity to upload a video and brochure remains open.</p>	
<p><input type="checkbox"/> <b>Exhibitor Badge Registration</b> <span style="float: right;">ASAP</span></p> <p><a href="#">Online registration</a></p>	
<p><input type="checkbox"/> <b>Hotel reservations – <span style="color: red;">subject to availability</span></b> <span style="float: right;">Discounted block deadline is 3/13/18 or when block is sold out whichever comes first.</span></p> <p><a href="#">Online reservations</a></p> <p><i>Visit Baltimore will still take reservations after March 13, subject to hotel availability and the group rate is not guaranteed.</i></p>	
<p><input type="checkbox"/> <b>Exhibitor Appointed Contractor (EAC) (if applicable)</b> <span style="float: right;">2/9/2018</span></p> <p><a href="#">EAC form</a></p>	

- Exhibit space furnishings** – take advantage of the Early-bird rates (*if applicable*)  
*Carpet is NOT included in exhibit space rental. You can bring your own or order through Shepard*
- Signs or banners for your exhibit space** (*if applicable*) 2/16/2018  
[Signs and banners ordering information](#)
- [Online ordering](#) 2/27/2018
- Privately Owned Vehicle (POV)** (*if applicable*) 3/2/2018
- [POV form](#)
- Auxiliary Services** (*any applicable*) Advanced Rate Deadlines  
*After the ARD has passed, standard rates apply*
  - [Audio Visual](#) 3/9/2018
  - [Electrical, Plumbing & Compressed Air](#) 2/27/2018  
**\*\*Electrical is NOT included in your exhibit space\*\***
  - [Exhibit Space Cleaning](#) 3/14/2018
  - [Floral](#)
  - [Food & Beverage](#) 3/1/2018
  - [Lead Retrieval](#) Early Bird – 1/6/2017  
Advance – 1/27/2017
  - [Photography](#)
  - [Sampling Request Form](#) 2/23/2018
  - [Security](#) 3/6/2018
  - [Telecommunications & Internet Services](#) 3/2/2018
- Follow-up with the leads you generated at the 2018 event Post-Show
- If your company did not participate in the on-site 2019 Space Selection process while at the 2018 NFMT & SBI Event contact your Account Executive to discuss your 2019 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](#).