

<https://www.nfmt.com/vegas/exhibitors/resourcecenter/nfmt-vegas-exhibitor-resources--1>

---

<b><u>Activity</u></b>	<b><u>Deadline</u></b>
<input type="checkbox"/> <b>Exhibitor Resource Center</b> The <a href="#">Exhibitor Resource Section</a> 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 NFMTVegas	<b>ASAP</b>
<input type="checkbox"/> <a href="#">Advertising &amp; Marketing Opportunities</a> The complete list of Advertising & Marketing opportunities are available <a href="#">online</a> .	<b>ASAP</b>
<input type="checkbox"/> <a href="#">NFMTVegas Banner Ads</a> Promote your participation in NFMTVegas by including an NFMTVegas graphic on your company website, and in your signature block. Download a Banner Ad.	<b>ASAP</b>
<input type="checkbox"/> <a href="#">Online Event Addendum submission</a> Directory listing in the addendum is available online	<b>10/24</b>
<input type="checkbox"/> <a href="#">Exhibitor Badge Registration</a> Online registration	<b>Now Open</b>
<input type="checkbox"/> <a href="#">Hotel reservations</a> Online reservations	<b>10/12</b>
<input type="checkbox"/> <b>Vehicle Display Authorization Form</b> <a href="#">Vehicle Form</a>	<b>ASAP</b>
<input type="checkbox"/> <b>Exhibitor Appointed Contractor (EAC) (if applicable)</b> <a href="#">EAC form</a>	<b>10/9</b>

## Shepard – Official Contractor

### [Online Ordering Link](#)

- [Carpet & Exhibit Space Furnishings](#) – take advantage of the discounted rates (if applicable) **10/16**
- [Signs or banners for your exhibit space](#) *(if applicable)* **10/16**  
Signs and banners ordering information  
Custom Hanging Signs (booths 400 sq. ft. or more) **10/5**
- [Advance to Warehouse Shipping](#) – *First Day Shipments* **10/9**  
*Can Arrive*
- [Advance to Warehouse Shipping](#) – *Last Day* to arrive **10/29**  
without an additional fee
- [Direct to Show Site Shipping Labels](#) - First day shipments **11/5**  
can arrive an additional fee
- [Payment Authorization form](#)
- [Third Party Authorization form](#) **10/12**
- [Labor Order Form](#) **10/12**
- [Mobile spotting fee form](#) **10/16**
- [Rigging order form](#) **10/16**
- [Forklift order form](#) **10/16**

## Other Contractors (any applicable)

**Advanced Rate Deadlines**  
*See order forms for discounted rates*

- [Lead Retrieval](#) **10/19 – advance rate**
- [Telecommunications & Internet Services](#) **10/15**
- [Electrical, Plumbing & Compressed Air](#) **10/15**
- [Security](#) **10/15**

- |                          |  |              |
|--------------------------|--|--------------|
| <input type="checkbox"/> | <b>Booth Cleaning</b>  | <b>10/15</b> |
| <input type="checkbox"/> | <a href="#"><u>Audio Visual</u></a>  | <b>10/15</b> |
| <input type="checkbox"/> | <a href="#"><u>Floral</u></a>  | <b>N/A</b>   |
| <input type="checkbox"/> | <a href="#"><u>Food &amp; Beverage</u></a>   | <b>10/15</b> |
| <input type="checkbox"/> | <a href="#"><u>Photography</u></a>   | <b>N/A</b>   |
| <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 2019 Space Selection process while at 2017 NFMTVegas 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](#).