

exhibitor checklist



JAVITS CENTER, NEW YORK CITY

NOVEMBER 17-18, 2021

ACTION	DEADLINE	COMPLETED
 <p>Update & Complete Your Company Listing Information Stand out from your competition by uploading your company logo and information about your products & services in your Exhibitor Dashboard. This free tool is imperative to driving new business to your booth and increasing potential sales leads.</p>	<p>ASAP</p>	
 <p>Book Hotel & Travel Hotels fill up quickly, be sure to take advantage of our discounted hotel rates by booking with our official housing partner, Connections Housing. Click here for rates and availability.</p>	<p>Monday, October 25</p>	
 <p>Register Booth Staff Register your staff for exhibitor badges through the Exhibitor Dashboard. Log in and click on "Register Your Staff" to get started.</p>	<p>COMING SOON</p>	
 <p>Review Exhibitor Manual The Exhibitor Manual offers a complete A-Z guide to everything you need for NDEM Expo including electrical, internet, catering, shipping info, & more! Order early and save up to 30% on your booth!</p>	<p>ASAP</p>	
 <p>Order Booth Furnishings Tables, chairs, and carpeting are offered at discounted rates through Freeman. Click here to access our Exhibitor Manual for easy online ordering. Additional Freeman account is required.</p>	<p>Monday, October 25</p>	
 <p>Order Booth Electricity Click here to order electricity for your booth. 500 Watt, 5AMP lines start at \$130 if you order before the discount deadline. Additional Javits Center account is required.</p>	<p>Tuesday, November 2</p>	
 <p>Order Telecommunications There will be Wi-Fi available for "light business" use. If you need additional internet access, make sure to order a hardline internet connection for your booth from Javits Center here. Additional Javits Center account is required.</p>	<p>Tuesday, November 2</p>	
 <p>Calculate your Material Handling This year NDEM Expo will be utilizing a new simplified material handling model. There is now only one rate for all receiving methods (warehouse or show site). Material Handling will be calculated at \$1.84 per pound and there will no longer be any minimums. Any packages under 10 lbs will be free of charge.</p>	<p>WAREHOUSE: Between Oct. 11 - Nov. 4 SHOWSITE: Starting Nov. 15</p>	
 <p>Utilize the Customer Invitation Program Invite your top clients and prospects to the show for free (savings up to \$150!). This complimentary marketing service is free for you to use and allows them complimentary access to the show floor.</p>	<p>ONGOING</p>	
 <p>Set Up Lead Retrieval Easily collect, qualify, & download the contact details of the customers you meet at NDEM Expo with the Emperia Smart App—unlimited access for your team is included in your booth package.</p>	<p>Instructions will be emailed to you before the Show</p>	