










## EXHIBITOR CHECKLIST

NOV 17-18, 2021 | JAVITS CENTER, NYC

ACTION	DEADLINE	COMPLETED
 <p><b>Update &amp; Complete Your Company Listing Information</b> Stand out from your competition by uploading your company logo and information about your products &amp; services in your <a href="#">Exhibitor Dashboard</a>. This free tool is imperative to driving new business to your booth and increasing potential sales leads.</p>	<p>ASAP</p>	
 <p><b>Book Hotel &amp; Travel</b> Hotels fill up quickly, be sure to take advantage of our discounted hotel rates by booking with our official housing partner, Connections Housing. <a href="#">Click here</a> for rates and availability.</p>	<p>Monday, October 25</p>	
 <p><b>Register Booth Staff</b> Register your staff for exhibitor badges through the <a href="#">Exhibitor Dashboard</a>. Log in and click on "Register Your Staff" to get started.</p>	<p>COMING SOON</p>	
 <p><b>Review Exhibitor Manual</b> The <a href="#">Exhibitor Manual</a> offers a complete A-Z guide to everything you need for NDEM Expo including electrical, internet, catering, shipping info, &amp; more! Order early and save up to 30% on your booth!</p>	<p>ASAP</p>	
 <p><b>Order Booth Furnishings</b> Tables, chairs, and carpeting are offered at discounted rates through Freeman. Click here to access our <a href="#">Exhibitor Manual</a> for easy online ordering. Additional Freeman account is required.</p>	<p>Monday, October 25</p>	
 <p><b>Order Booth Electricity</b> 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><b>Order Telecommunications</b> 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 <a href="#">here</a>. Additional Javits Center account is required.</p>	<p>Tuesday, November 2</p>	
 <p><b>Calculate your Material Handling</b> 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><b>Warehouse:</b> Between Oct. 11 - Nov. 4 <b>Showsite:</b> Starting Nov. 15</p>	
 <p><b>Utilize the Customer Invitation Program</b> <a href="#">Invite your top clients and prospects to the show for free</a> (a 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>ASAP</p>	
 <p><b>Set Up Lead Retrieval</b> Easily collect, qualify, &amp; 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>	