

EXHIBITOR CHECKLIST

(All order forms can be found online in the exhibitor manual)

April	
Program Giveaway Listing Submission Form and Program Guide New Product Submission Form (Optional marketing promotion)	April 10
Submit Island Booth Layout & Structure to Katie Coon at coonk@nrf.com (Applies to exhibitors with island booths only)	April 12
Exhibitor Product Categories selected in ERC	April 10
May	
Branding Package logo due to Dana Dressel at dressel@nrf.com if applicable	May 1
Lead Retrieval Equipment - Discounted Rate Deadline	May 1
Advance Warehouse Shipments Accepted	May 22 – June 21
ALL booth services are due. Please see full list below: <ul style="list-style-type: none"> • Accessible Storage • Audio Visual & Computer Equipment • Catering Orders Due • Cleaning Services • Custom Furniture • EAC Requirements – (if applicable) • Exhibitor Data • Exhibitor Supervised Labor • Floral • Furniture & Accessories • Lift Equipment & Labor • Material Handling Rates • Modular Rental Exhibits and Accessories • Network & Telecommunications Services • Order Summary • Payment Options • Shipping Data • Signs • Suspended Sign Labor/Assembly • TEG Supervised Labor Carpet • Terms & Conditions • Third Party Authorization • Utility Services – Electrical, Water Services 	May 22
Off-Site Event & Meeting Requests Due (Only needed if you are having a meeting at an official show hotel)	May 25
Security Order Form Due	COMING SOON
June	
Hotel Reservations - Discounted Rate Deadline	June 4
Non-EXPO Hour Admittance Requests Due	June 16
Direct to Show-Site Shipments Are Accepted	June 25
July	
Submit Post-Show Attendee List Usage Agreement Form	July 28