

Prepare for a successful BuildingsNY 2019 with this step-by-step checklist!

	Action	Deadline	Completed
1	<b>Update &amp; Complete your Company Listing</b> The <a href="#">Exhibitor Dashboard</a> connects you to your most powerful marketing tool: your online directory listing. A complete listing with product images, product categories, Show Specials and social media links will ensure great exposure and generate more pre-Show leads and recommendations.	2/8/19	
2	<b>Review the Exhibitor Manual</b> The exhibitor manual will give you complete A-Z information about everything Show-related, including forms and contacts you will need. Ordering early will save you up to 30% — <a href="#">click here</a> to review the information.	Ongoing	
3	<b>Order Booth Furnishings</b> Order tables, chairs, carpeting and more at a discounted rate through Freeman, the official contractor. <a href="#">Click here</a> to access their website for easy online ordering.	3/11/19	
4	<b>Order Booth Electricity</b> <a href="#">Click here</a> to order electricity for your booth.	3/18/19	
5	<b>Review Lead Retrieval Information</b> View more information on our NEW Lead Retrieval app, Emperia, <a href="#">here</a> .	Ongoing	
6	<b>Review Shipping Dates</b> You have 2 shipping options: ship to the <a href="#">Warehouse</a> before the Show, or ship to <a href="#">Show Site</a> .	Warehouse: Before 3/25/19  Show Site: After 4/01/19	
7	<b>Book Hotel &amp; Travel</b> Hotels fill up quickly—be sure to take advantage of our discounted hotel rates by early. <a href="#">Click here</a> for rates and availability.	Ongoing	
8	<b>Register Booth Staff</b> You can register your staff for exhibitor badges through the <a href="#">Exhibitor Dashboard</a> . Click on the link that reads: <i>Register Your Staff</i> .	Ongoing	
9	<b>Review Move in</b> Review move in and move out times and procedures <a href="#">here</a> as well as <a href="#">Freeman's Quick Facts</a> for any questions you may have prior to the Show.	Ongoing	
10	<b>Invite your Customers and Prospects to the Show</b> With our Customer Invitation Program, you can invite customers, free of charge, with a Digital Guest Pass (web banner for your website) or an Evite (email invitation). Your invitation will provide free registration to all your customers, saving them the \$25 registration fee which starts March 1. Fill out the form <a href="#">here</a> to request your customized Invitation Dashboard link.	Ongoing	

**Contact your Customer Success Manager with any questions or if you need assistance!**



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