

The [Exhibitor Resource Center](#) has been created to help you as you prepare for your participation in NFMT. All the forms, links and information you need are available in the [resource center](#).

Advertising & Marketing Opportunities

Marketing your participation is key to helping you have a successful NFMT experience. We have several no cost and low cost options for you.

Done:	Activity:	Link:	Deadline:
	All Access Pass – <i>NO COST</i>	Download	ASAP
	Event Directory – <i>NO COST</i>	Submit Listing	2/1/19
	Sponsorship Program	Download	ASAP

Exhibitor Registration

Exhibitors are welcome to attend any of the conference sessions on Tuesday, Wednesday, and Thursday. The pre-conference workshops on Monday do require a separate registration and fee.

Done:	Activity:	Link:	Deadline:
	Registration	Register	ASAP

Housing

CBE offers a variety of comfortable and affordable accommodations. We have reserved an exclusive room block with discounted rates, available on a first-come, first-served basis at area hotels within walking distance to the CC.

Done:	Activity:	Link:	Deadline:
	Hotel Reservations	Reserve	3/1/19

Exhibitor Services

Save Money! Many of the [official contractors](#) offer discount pricing if you order online and/or by the deadline. Please review their forms for details on pricing.

Done:	Activity:	Link:	Deadline:
	Exhibitor Appointed Contractor (EAC) – <i>if applicable</i>	Download	2/15/19
	Vehicle Display Authorization – <i>if applicable</i>	Download	2/15/19
	Privately Owned Vehicle (POV) – <i>if applicable</i>	Download	3/8/19
	Shepard Online Ordering Carpet/Padding & Furnishings Signature Flooring Rental Exhibits Signs & Graphics	Order	3/5/19 2/22/19 2/22/19 2/22/19
	Shipping – <i>For cost estimates, contact Shepard</i> Advance Shipment to Warehouse – First day shipments are accepted Last day advance shipments are accepted without surcharge Direct Shipment to Show Site – Cannot arrive prior to 3/24/19	Download Download Download	2/26/19 3/15/19 3/24/19
	Auxiliary Services		

Audio Visual & Computer Rental	Download	3/13/19
Electrical & Plumbing Services	Download	3/5/19
Cleaning	Download	3/13/19
Food & Beverage	Download	3/15/19
Sampling Request Form	Download	2/20/19
Lead Retrieval – <i>Early bird discount: 1/25, Advance discount: 2/11</i>	Download	1/25/19 2/11/19
Security	Download	3/12/19
Telephone & Internet	Download	3/5/19
Floral & Plant Rental	Download	3/12/19
Photography	Download	3/12/19

Post-Event Follow-up

Done:	Activity:
	Follow-up with the leads you generated at the 2019 event
	Contact your Account Executive to discuss your 2020 participation