

<u>Activity</u>	<u>Deadline</u>
<input type="checkbox"/> <b>Exhibitor Resource Center</b> The <a href="#">Exhibitor Resource Section</a> has been created so all forms, links and information, you need are available in one easy location to help you prepare for your participation in NFMT Baltimore	<b>ASAP</b>
<input type="checkbox"/> <a href="#">Advertising &amp; Marketing Opportunities</a> The complete list of Advertising & Marketing opportunities are available <a href="#">online</a> .	<b>ASAP</b>
<input type="checkbox"/> <b>CFS Banner Ads</b> Promote your participation in Critical Facilities by including a Critical Facilities graphic on your company website, and in your signature block. <a href="#">Download a Banner Ad</a> .	<b>ASAP</b>
<input type="checkbox"/> <b>Online Event Directory Listing Submission</b>	<b>Submissions after 8/26 will be in the addendum</b>
<input type="checkbox"/> <b>Customer Program</b> Included in your exhibitor package are valuable conference passes, 3-day expo passes and hotel nights for you to distribute to customers and/or prospects of your choice. This is a unique opportunity to offer your VIP clients or prospects a complimentary registration to the event, plus one free night stay at the Hyatt Regency Minneapolis	<b>Deadline: 9/22 (to secure the hotel nights)</b>
<input type="checkbox"/> <a href="#">Exhibitor Badge Registration</a> Online registration	<b>Now Open</b>
<input type="checkbox"/> <a href="#">Hotel reservations</a> Online reservations	<b>Discounted rate deadline is 10/2 or when block is full</b>
<input type="checkbox"/> <a href="#">Vehicle Display Authorization Form</a> Vehicle Form	<b>9/29</b>
<input type="checkbox"/> <a href="#">Exhibitor Appointed Contractor (EAC) (if applicable)</a> EAC form	<b>9/25</b>

## Freeman – Official Contractor

### [Online Ordering Link](#)

- |                          |   |              |
|--------------------------|---|--------------|
| <input type="checkbox"/> | <a href="#">Carpet &amp; Exhibit Space Furnishings</a> – take advantage of the discounted rates (if applicable) | <b>10/2</b>  |
| <input type="checkbox"/> | <a href="#">Signs or banners for your exhibit space</a> <i>(if applicable)</i>                                  | <b>10/2</b>  |
|                          | Signs and banners ordering information  |              |
|                          | Custom Hanging Signs (booths 400 sq. ft. or more)   | <b>10/2</b>  |
| <input type="checkbox"/> | <a href="#">Advance to Warehouse Shipping</a> –   |              |
|                          | <i>First Day Shipments Can Arrive</i>   | <b>9/25</b>  |
|                          | <i>Last Day to arrive without an additional fee</i>   | <b>10/13</b> |
| <input type="checkbox"/> | <a href="#">Direct to Show Site Shipping Labels</a> -   | <b>10/22</b> |
|                          | <i>First day shipments can arrive on site</i>   |              |
| <input type="checkbox"/> | <a href="#">Booth Rental Displays</a>   | <b>10/2</b>  |
| <input type="checkbox"/> | <a href="#">Payment Authorization form</a>  | <b>10/2</b>  |
| <input type="checkbox"/> | <a href="#">Third Party Authorization form</a>  | <b>10/2</b>  |
| <input type="checkbox"/> | <a href="#">I&amp;D Labor Order Form</a>  | <b>10/2</b>  |
| <input type="checkbox"/> | <a href="#">POV form</a>  | <b>10/2</b>  |
| <input type="checkbox"/> | <a href="#">Ground Rigging &amp; Forklift order form</a>  | <b>10/2</b>  |

## Other Contractors (any applicable)

**Advanced Rate Deadlines**  
*See order forms for discounted rates*

- |                          |   |             |
|--------------------------|---|-------------|
| <input type="checkbox"/> | <a href="#">Audio Visual</a>                              |             |
| <input type="checkbox"/> | <a href="#">Booth Cleaning</a>                            | <b>10/6</b> |
| <input type="checkbox"/> | <a href="#">Electrical, Plumbing &amp; Compressed Air</a> | <b>10/6</b> |
| <input type="checkbox"/> | <a href="#">Floral</a>                                    | <b>N/A</b>  |
| <input type="checkbox"/> | <a href="#">Food &amp; Beverage</a>                       | <b>10/2</b> |

- [Lead Retrieval](#) **10/2 – Early Bird**
- [Photography](#) **N/A**
- [Security](#) **10/6**
- [Telecommunications & Internet Services](#) **10/6**

- Contact your Exhibitor Account Executive if your company did not participate in the on-site 2018 Space Selection process while at 2017 CFS to discuss your 2018 participation! **Post-Show**

For general questions, please take advantage of our instant chat feature located on the bottom right portion of the [Exhibitor Resource Center](#).