

The [Exhibitor Resources Section](#) of the event website has all the forms, links and information in one location that you will need to help you prepare for the event. We encourage you to check the [Exhibitor Resources Section](#) often, as new forms and information are added frequently.

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.

| ACTIVITY | DEADLINE | LINK |
|--|---|-------------------------------|
| <input type="checkbox"/> Marketing & Sponsorship Opportunities | ASAP | Link |
| <input type="checkbox"/> Event Directory | | |
| Online Event Directory Submission - <i>No Additional Cost</i> | 8/13/18 | Link |
| Submission received after 8/13/18 will be in the addendum | | |
| Advertising Reservation Deadline | 8/20/18 | Link |
| Advertising Materials Deadline | 8/24/18 | |
| <input type="checkbox"/> Exhibitor Badge Registration | Now Open | Link |
| <input type="checkbox"/> Hotel Reservations – Hilton Garden Inn and Hilton Downtown | 9/21/18* | Link |
| *Early Bird Rates & Subject to Availability | | |
| <input type="checkbox"/> Vehicle Display Authorization* | 9/7/18* | Link |
| *Submit Mobile/motorized vehicle spotting form to Freeman (link) | | |
| <input type="checkbox"/> EAC – Exhibitor Appointed Contractor* | 9/7/18* | Link |
| *Submit form and certificate of insurance if you are using a contractor that is Not on the list of Official Contractors . | | |
| <input type="checkbox"/> Shipping Advance to Warehouse* | First day shipments received Last day shipments received | 9/12/18 10/5/18 |
| *For shipments that arrive prior to or after dates above, contact Freeman for any additional fees you may incur. | | |
| <input type="checkbox"/> Shipping Direct to Show Site | First day shipments received | 10/12/18 Link |
| <input type="checkbox"/> POV – Privately Owned Vehicle | | 9/21/18 Link |
| <input type="checkbox"/> Freeman | | 9/21/18 Link |
| Carpet, furnishings, I&D, material handling, POVs, rental exhibits, shipping, cleaning etc. | | |
| <i>Note: You are required to cover your exhibit space with carpet or flooring. You may rent from Freeman or bring your own.</i> | | |
| <input type="checkbox"/> Music City Center Services | | 9/26/18 Link |
| Audio Visual, Computers, Electrical, F&B, Internet & Phone, Security, Gas/Air/Water/Drain | | |
| <input type="checkbox"/> Floral by Teasley’s Convention Florist | | 10/7/18 Link |
| <input type="checkbox"/> Lead Retrieval by Microspec | | 9/24/18 Link |
| <input type="checkbox"/> Photography by Pure Light Photography | | 10/7/18 Link |
| <input type="checkbox"/> Contact your Exhibitor Account Executive post-event if your company did not participate in the on-site 2019 Space Selection Process while at CFS 2018 to discuss your 2019 participation! | | |