



FASTENER FAIR USA

EXHIBITOR UPDATES

CHARLOTTE CONVENTION CENTER | NORTH CAROLINA, USA

MAY 18 - 20, 2020

EXHIBITOR SUCCESS CHECKLIST

A step-by-step checklist designed to help you better prepare for a successful Fastener Fair USA 2020!

	Action	Deadline	Completed
1	Review Display Rules & Regulations Please review the rules that explain what you can and cannot do with your booth space. Plan your display accordingly as variances will not be granted prior to the show or on-site.	ONGOING	
2	Review Exhibitor Manual The exhibitor manual is your most important resource regarding the logistics for your booth set up. Access it regularly for important contact information, contractor forms and deadlines.	ONGOING	
3	Order Booth Furnishings Tables, chairs, and carpeting are offered at discounted rates through Shepard. Click here to access our Exhibitor Manual for easy online ordering. Additional Shepard account is required.	APRIL 20, 2020	
4	Book Hotel & Travel Hotels fill up quickly, be sure to take advantage of our discounted hotel rates by booking with our hotel partner, Connections Housing. Click here for rates and availability.	ONGOING	
5	Shipping & Material Handling View the drayage costs and regulations and print the labels necessary for shipping your materials to the event. Click here for Show Site shipping labels.	APRIL 20, 2020	
6	Order Booth Electricity All booths are supplied with 500 watts/120V. You can order additional electricity online through the venue portal.	APRIL 24, 2020	
7	Request Exhibitor Appointed Contractor (EAC) An Exhibitor Appointed Contractor is any company other than one of the official designated contractors which an exhibitor wants to employ. Show management authorization is required to use Shepard. Please review information at the link above to make your request.	EAC Request Deadline: APRIL 17, 2020 Completed Document Deadline: MAY 8, 2020	
8	Set Up Lead Retrieval Easily collect, qualify & download the contact details of the customers you meet at Fastener Fair USA with the Emperia app—unlimited access for your team is now included in your booth package.	<i>Instructions will be emailed to you before the Show</i>	
9	Exhibitor Dashboard Manage your company listing, select your product categories, register your booth staff & much more all through the Fastener Fair USA Exhibitor Manual .	<i>Access the Dashboard at Anytime to Update Your Company Listing</i>	

**CONTACT YOUR CUSTOMER SUCCESS MANAGER
WITH ANY QUESTIONS OR IF YOU NEED ASSISTANCE!**



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