

EXHIBITOR SUCCESS CHECKLIST

A step-by-step checklist designed to help you prepare for a successful Fastener Fair USA 2025!

	ACTION	DEADLINE	COMPLETED
1	Update & Complete your Company Listing The Exhibitor Dashboard connects you to your most powerful marketing tool: your 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.	Ongoing	
2	Book Hotel & Travel Hotels fill up quickly—be sure to take advantage of our discounted hotel rates by booking with Connections Housing. Click here to view the Travel & Hotels page.	Complete ASAP Hotel Reservation Deadline April 6	
3	Review the Exhibitor Manual The exhibitor manual will give you complete A-Z information about everything show-related. Ordering early will save you up to 30%— click here to review the information.	Discount deadlines start on April 28	
4	Order Booth Electricity Click here to order electricity for your booth from Music City Center. <i>An additional Music City Center account is required.</i>	Discount deadline: May 10	
5	Order Booth Furnishings Order tables, chairs, carpeting and more at a discounted rate through Shepard, the official contractor. Click here to access their website for easy online ordering. <i>An additional Shepard account is required.</i>	Discount deadlines start on April 28	
6	Order Catering Outside food or drink is NOT permitted on the show floor. Click here for the Music City Center catering ordering form.	Orders to be finalized by: May 10	
7	Order Telecommunications If you require a dedicated hardline Internet service or wi-fi, click here to order it from Music City Center.	Discount deadline: May 10	
8	Register Booth Staff Please log in to the Exhibitor Hub to register your booth staff here . In the Exhibitor Hub, you'll also be able to modify your registration and upgrade your badge to include the Opening Night Networking Party and Conference.	Ongoing	
9	Calculate your Material Handling You can find shipping labels for the Advanced Warehouse and Show Site in the Exhibitor Manual here .	Warehouse: Beginning April 28 Ending May 16 Show site: Beginning May 25	
10	Review your Sponsorship Opportunities Click here for sponsorship opportunities to get your brand in front of a diverse range of buyers before, during and after the show.	Ongoing	

Need help? Contact Your Customer Success Coordinator.

Jeric Espanola

For Companies #, A-F

jerik.espanola@rxglobal.com

+1-203-840-5842

Mark Punay

For Companies G-N

marksecelle.punay@rxglobal.com

+1-203-840-5458

Therese del Mundo

For Companies O-Z

therese.delmundo@rxglobal.com

+1-203-840-5829