

	ACTION	DEADLINE	COMPLETED
1	<b>Update &amp; Complete your Company Listing</b> The <a href="#">Exhibitor Dashboard</a> 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	<b>Book Hotel &amp; Travel</b> Hotels fill up quickly—be sure to take advantage of our discounted hotel rates by booking with Connections Housing. <a href="#">Click here</a> to view the Travel & Hotels page.	Complete ASAP	
3	<b>Review the Exhibitor Manual</b> The exhibitor manual will give you complete A-Z information about everything Show-related. Ordering early will save you up to 30%— <a href="#">click here</a> to review the information.	Discount deadlines start on April 17	
4	<b>Order Booth Electricity</b> <a href="#">Click here</a> to order electricity for your booth.	Discount deadline: April 28	
5	<b>Order Booth Furnishings</b> Order tables, chairs, carpeting and more at a discounted rate through Shepard, the official contractor. <a href="#">Click here</a> to access their website for easy online ordering. <i>An additional Shepard account is required.</i>	Discount deadline: April 25	
6	<b>Order Catering</b> Outside food or drink is NOT permitted on the Show Floor. <a href="#">Click here</a> for the Music City Center catering ordering form.	Orders to be finalized by: Thursday, May 4	
7	<b>Order Telecommunications</b> If you require a dedicated hardline Internet service or wi-fi, <a href="#">click here</a> to order it from Music City Center.	Discount deadline: April 28	
8	<b>Register Booth Staff</b> <a href="#">Register your booth staff here</a> . Your main exhibitor contact should have received your unique activation code to use when registering. Questions? Reach out to your Customer Success Coordinator.	Ongoing	
9	<b>Calculate your Material Handling</b> You can find shipping labels for the Advanced Warehouse and Show Site in the <a href="#">Exhibitor Manual</a> .	Warehouse: Beginning April 17 Ending May 12  Show site: Beginning May 13	
10	<b>Review your Sponsorship Opportunities</b> <a href="#">Click here</a> 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.**

**Mark Punay**  
 For Companies A-I  
[marksecelle.punay@rxgglobal.com](mailto:marksecelle.punay@rxgglobal.com)  
 203-840-5458

**Jeric Espanola**  
 For Companies J-Z  
[jeri.espanola@rxgglobal.com](mailto:jeri.espanola@rxgglobal.com)  
 203-840-5842