



NaturalDisaster & Emergency Management

EXPO

CO-LOCATED WITH

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exhibitor checklist



JAVITS CENTER, NEW YORK CITY

NOVEMBER 16-17, 2022

| ACTION | DEADLINE | COMPLETED |
|--|---|-----------|
|  <p>Update & Complete Your Company Listing Information Stand out from your competition by uploading your company logo and information about your products & services in your Exhibitor Dashboard. This free tool is imperative to driving new business to your booth and increasing potential sales leads.</p> | <p>ASAP</p> | |
|  <p>Book Hotel & Travel Hotels fill up quickly, be sure to take advantage of our discounted hotel rates by booking with our official housing partner, Connections Housing. Click here for rates and availability.</p> | <p>Monday, October 17</p> | |
|  <p>Register Booth Staff Register your staff for exhibitor badges through the Exhibitor Dashboard. Log in and click on "Register Your Staff" to get started.</p> | <p>COMING SOON</p> | |
|  <p>Review Exhibitor Manual The Exhibitor Manual offers a complete A-Z guide to everything you need for NDEM Expo including electrical, internet, catering, shipping info, & more! Order early and save up to 30% on your booth!</p> | <p>ASAP</p> | |
|  <p>Order Booth Furnishings Tables, chairs, and carpeting are offered at discounted rates through Freeman. Click here to access our Exhibitor Manual for easy online ordering. Additional Freeman account is required.</p> | <p>Monday, October 24</p> | |
|  <p>Order Booth Electricity Click here to order electricity for your booth. 500 Watt, 5AMP lines start at \$130 if you order before the discount deadline. Additional Javits Center account is required.</p> | <p>Tuesday, November 1</p> | |
|  <p>Order Telecommunications There will be Wi-Fi available for "light business" use. If you need additional internet access, make sure to order a hardline internet connection for your booth from Javits Center here. Additional Javits Center account is required.</p> | <p>Tuesday, November 11</p> | |
|  <p>Calculate your Material Handling This year NDEM Expo will be utilizing a simplified material handling model. There is only one rate for all receiving methods (warehouse or show site). Material Handling will be calculated at \$1.92 per pound and there will no longer be any minimums. Any packages under 10 lbs will be free of charge.</p> | <p>WAREHOUSE: Between Oct. 17 - Nov. 7 SHOWSITE: Starting Nov. 14</p> | |
|  <p>Utilize the Customer Invitation Program Invite your top clients and prospects to the show for free (savings up to \$150!). This complimentary marketing service is free for you to use and allows them complimentary access to the show floor.</p> | <p>COMING SOON</p> | |
|  <p>Set Up Lead Retrieval Easily collect, qualify, & download the contact details of the customers you meet at NDEM Expo with the Emperia Smart App—unlimited access for your team is included in your booth package.</p> | <p>Instructions will be emailed to you before the Show</p> | |

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

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