

Luxury

EXHIBITOR CHECKLIST

Designed to help you stay on top of important exhibiting deadlines and assist you in having a seamless exhibiting experience at Luxury.

Getting Started

<input type="checkbox"/>	Review the 2024 Exhibitor Manual	Deadline
<input type="checkbox"/>	The Exhibitor Manual is organized by topic area and provides information on all the show elements, prep information, and links that you'll need to set up and run your booth, from booth build, décor, tech, lighting, catering, shipping, and more. Learn more »	Discount price deadlines begin May 1
<input type="checkbox"/>	Turnkey Salons To submit your Turnkey Salon selection click here» Browse your Turnkey Salon options here»	March 25
<input type="checkbox"/>	Custom Booth & Custom Turnkey Salon There are no longer Custom Turnkey Salon Options. You can select either a full Turnkey Salon OR a Custom. All custom booth renderings needs to be approved prior to production. Submit now »	March 11
<input type="checkbox"/>	Showcase Pads – Interior Dimensions If you are creating pads for your showcases, there are the new interior dimensions. Learn more »	April 5
<input type="checkbox"/>	Move-In Schedule We have a targeted move-in May 26 and May 27. Review your designated Move-In Schedule date. Target move in schedule is coming soon, it will be posted in the Exhibitor Manual. Learn more »	
<input type="checkbox"/>	New Freight Charge The new flat rate for freight is \$1.25 per pound (an increase of 4 cents from 2023). We recommend paying close attention to the amount of freight you ship to keep your costs down. Learn more »	
<input type="checkbox"/>	Register for Badges Be on the lookout for Exhibitor Registration to open in early April. Once live, be sure to register your booth staff for Luxury with Exhibitor Registration. Exhibitor badges are required for all persons who will be tending to your booth during the show.	Early April
<input type="checkbox"/>	Book Your Hotel & Travel You should have already been notified by email of your hosting/invitation packages and links to book hotels. These links are unique and should be used to reserve accommodations. Learn more and book now »	March 24
<input type="checkbox"/>	Download the Emperia App to Collect & Store Attendee Leads Easily The Emperia app is equipped with a badge scanning tool that enables you to scan buyer badges and save for future reference. Downloading and familiarizing yourself with the app before arriving on-site will save you time and allow you to collect information sooner. Your login details will be available soon via email. Learn more »	ASAP

Continued on to next page...

Luxury

EXHIBITOR CHECKLIST

Continued...

Booth Needs & Logistics

- Order Booth Furnishings**
From booth builds to décor, lighting, electrical, tech, catering and shipping, our Exhibitor Manual has all the deadlines and forms you need to stay on top of your pre and at-show booth orders. Don't miss out on opportunities to save by meeting early order deadlines. [View Freeman Site »](#) Discount price deadlines begin May 6
- Review Move-In and Shipping Info and Procedures**
Find out all you need to know about shipping product and materials to the show, both to warehouse and direct to show. [Learn more »](#) ASAP

Marketing and Engagement

- Submit for the 2024 Luxury Product Guide**
The Luxury Product Guide, included in your exhibiting package, is mailed to Luxury retailers weeks before the event, offering them an early preview of exhibitor designs and helping them plan their appointments. [Submit here »](#) March 8
- Update Your Profile on the Exhibitor Hub**
Update your exhibitor listing with your most up-to-date information and product categories that you offer. Include press releases, events, and guest appearances to show attendees and the media what you're planning. By updating and completing your profile ONCE your information will be included on the website, in the show guide, pocket planner, on the mobile app, and more. [Go to Exhibitor Hub »](#) ASAP
- Showcase Your New Designs and Products**
Attendees are looking for NEW products at the show. We created the New Product Preview Lookbook, a digital guide that contains everything that is being launched at the show. Submit images of your new products for our lookbook so that the attendees can easily find you! [Submit here »](#) April 26
- Set Appointments with Retailers**
The Luxury Pre-Registered Retailer List is sent pre-show to all exhibiting companies that are paid in full. Make sure to review it and request for appointments to be set. April
- Dine Out and Car Service**
All Access Exhibitors: Make sure to fill out the Dine Out and Car Service Request forms. This is how your company and colleagues will make sure you have reservations during Dine Out along with transportation to and from the airport. Coming Soon

Customer Success Manager

If you have any questions or would like assistance with any of the above information, please contact your Customer Success Coordinator, [Angela Valencia](#) at 203.840.5849.