

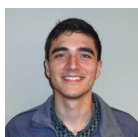
INTERPHEX

EXHIBITOR SUCCESS CHECKLIST

A step-by-step checklist designed to help you prepare for a successful INTERPHEX 2018!

	Action	Deadline	Completed
1	<p>Update & Complete your Company Listing</p> <p>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. Update your listing by February 26 to have your company information listed in the official INTERPHEX Printed Directory.</p>	February 26, 2018	
2	<p>Review the Exhibitor Manual</p> <p>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.</p>	<p>Ongoing</p> <p>First Deadline: March 10, 2018</p>	
3	<p>Order Booth Furnishings</p> <p>Order tables, chairs, carpeting and more at a discounted rate through Freeman, the official contractor. Click here to access their website for easy online ordering. <i>An additional Freeman account is required.</i></p>	March 19, 2018	
4	<p>Book Hotel & Travel</p> <p>Hotels fill up quickly—be sure to take advantage of our discounted hotel rates by booking with onPeak. Click here for rates and availability.</p>	March 22, 2018	
5	<p>Order Booth Electricity</p> <p>Click here to order electricity for your booth. 500 Watt, 5AMP lines start at \$124.35 if you order before the deadline!</p>	March 27, 2018	
6	<p>Order Telecommunications</p> <p>Complimentary WiFi is available on the Show floor. If you require a dedicated hard line service, click here to order one from the Javits Center.</p>	March 27, 2018	
7	<p>Order Catering</p> <p>Outside food or drink is NOT permitted on the Show floor. Click here to order catering and request a menu from Centerplate, the official caterer.</p>	April 3, 2018	
8	<p>Calculate your Material Handling</p> <p>Ship to the Advanced Warehouse starting at \$169.00 (100 lb. minimum). Ship to Show Site starting at \$120.50 (100 lb. minimum).</p> <p>To ship materials through Freeman Exhibit Transportation, click here.</p>	<p>Warehouse: Before April 9, 2018</p> <p>Show Site: After April 13, 2018</p>	
9	<p>Register Booth Staff</p> <p>You can register your staff for exhibitor badges through the Exhibitor Dashboard. <i>Click on the link that reads: Register Your Staff.</i></p>	Ongoing	
10	<p>Review your 2018 Media/Marketing Opportunities</p> <p>Review the online media kit for an in depth overview of all available opportunities to get your brand in front of buyers. Be sure to consult with your sales representative on custom design packages by February/March.</p> <p>To access free resources and promotional materials to help you promote your presence at INTERPHEX 2018, click here.</p>	Ongoing	

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



Pablo Cameselle
(Ed Hughes, Mike Putnam &
Ciaran O'Donnell's Exhibitors)
(203) 840-5576
pcameselle@reedexpo.com



Andrew Olson
(Allen Silveri, Joe Rosado &
Peter Westerholm's Exhibitors)
(203) 840-5620
aolson@reedexpo.com