

ACTION		DEADLINE
1	<p><b>UPDATE &amp; COMPLETE YOUR COMPANY LISTING</b></p> <p>The <a href="#">Exhibitor Hub</a> connects you to your most powerful marketing tool: your online directory. A complete listing with product images, product categories, show specials and social media links will ensure great exposure and generate more pre-show leads and recommendations.</p>	Ongoing
2	<p><b>REVIEW THE EXHIBITOR MANUAL</b></p> <p>The exhibitor manual will give you complete A-Z information about everything show-related, including the necessary forms and contacts. Ordering early will save you up to 30% – <a href="#">click here</a> to review the information.</p>	Ongoing
3	<p><b>SUBMISSION FOR COMPANY SIGN</b></p> <p>As a part of your booth package onsite you'll receive a sign with your company's logo, company name, booth number and country. Please complete <a href="#">this form</a> and send to FB via <a href="http://www.wetransfer.com">www.wetransfer.com</a>. Please send a confirmation to <a href="mailto:graphics@fbinternational.net">graphics@fbinternational.net</a> after submitting artwork.</p>	6/14/24
4	<p><b>ORDER BOOTH FURNISHINGS &amp; ELECTRICITY</b></p> <p>Our official contractor, FB offers a discounted rate on furnishings for your booth like tables, chairs, and carpeting. <a href="#">Click here</a> to order your booth furnishing. Electricity for your booth can be ordered directly through the Javits Center <a href="#">here</a> and must be ordered prior to June 1, 2024.</p>	<p><b>Discount:</b> 6/21/24 <b>Standard:</b> 6/28/24</p>
5	<p><b>REGISTER BOOTH STAFF</b></p> <p>You can register your staff for exhibitor badges through the <a href="#">Exhibitor Hub</a>. Click on the link that reads: Register Your Staff.</p>	Ongoing
6	<p><b>BOOK HOTEL &amp; TRAVEL</b></p> <p>Be sure to take advantage of our discounted hotel rates. There is a limited number of rooms so be sure to act fast! <a href="#">Click here</a> for rates and availability.</p>	6/21/24
7	<p><b>INVITE YOUR CUSTOMERS</b></p> <p>The Customer Invitation Program allows you to invite your customers to attend the Fair on your behalf for free. This is a great marketing tool that ensures that your key and prospective clients personally visit your booth at Functional Fabric Fair. <a href="#">Click here</a> to request CIP invites. <b>Please Note:</b> You must register first in order to request your CIP invites.</p>	Ongoing
8	<p><b>REVIEW SHIPPING &amp; MATERIAL HANDLING INFORMATION</b></p> <p>You have two shipping options: ship to the warehouse before the show, or ship to the show site. Review Material Handling information and pricing rates <a href="#">here</a>.</p>	<p><b>Warehouse:</b> Discount: 5/22 - 6/7 Standard: 6/10-7/3 <b>Show Site:</b> 7/15/24</p>
9	<p><b>REVIEW MOVE IN AND MOVE OUT INFORMATION</b></p> <p>Review move in and move out times and procedures as well as <a href="#">FB Quick Facts</a> here for any questions you may have prior to the show.</p>	Ongoing
10	<p><b>REVIEW LEAD RETRIEVAL INFORMATION</b></p> <p>Collect and qualify leads with the simple scan of a badge! View more information on our free lead retrieval app, Emperia, <a href="#">here</a>.</p>	Ongoing

For any questions or concerns, please reach out to:

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