



Exhibitor Action Checklist



Use this list to determine deadlines and to track completion of necessary forms for exhibiting in the show.

IMPORTANT DEADLINE DATES

Task Check	Month/ Day	Rate	Things to Do or Order
<u>MAY</u>			
<input type="checkbox"/>	20th		Shipment of freight to Freeman Warehouse begins (Section 7)
<input type="checkbox"/>	23rd		International Booth Regulations
<input type="checkbox"/>	28th		Request to use an Exhibitor-Designated Contractor (Section 6)
<input type="checkbox"/>	30th	Advanced	Child Care (KiddieCorp) (Section 3)
<input type="checkbox"/>	30th		Hotel and Travel Reservations due to Travel Planners (Section 8)
<u>JUNE</u>			
<input type="checkbox"/>	6th	Advanced	Free Electric for CompuLead Rental (Section 3)
<input type="checkbox"/>	9th		Insurance and Letter from EDC due to NASFT (Section 6)
<input type="checkbox"/>	9th		Food Temps (Section 3)
<input type="checkbox"/>	12th	Discounted	Carpet Rental (Section 4)
<input type="checkbox"/>	12th	Discounted	Custom Rental Exhibits (Section 4)
<input type="checkbox"/>	12th		Display Labor (Section 4)
<input type="checkbox"/>	12th	Discounted	Furniture, Floor Covering, Decoration (Section 4)
<input type="checkbox"/>	12th		Refrigeration/Freezer Space Reservation (Section 4)
<input type="checkbox"/>	12th	Discounted	Signs (Section 4)
<input type="checkbox"/>	12th		Complimentary Booth Package form due to Freeman (NASFT Members only) (Section 4)
<input type="checkbox"/>	13th	Advanced	Computer Rental (Section 3)
<input type="checkbox"/>	13th		Exhibitor Meeting Room (Section 8)
<input type="checkbox"/>	13th		Pre-Show Meetings in Booths (Section 8)
<input type="checkbox"/>	13th	Discount	CompuLead Rental (Section 3)
<input type="checkbox"/>	14th	Advanced	Electric (Section 5)
<input type="checkbox"/>	14th	Advanced	Plumbing (Section 5)
<input type="checkbox"/>	14th	Advanced	Telecommunications (Section 5)
<input type="checkbox"/>	14th	Advanced	Booth Cleaning (Section 5)
<input type="checkbox"/>	19th		Last Date for Shipments to Freeman Warehouse (Section 1)
<input type="checkbox"/>	20th		Fire Permit due to NASFT (Section 2)
<input type="checkbox"/>	20th		Judy Venn & Associates Balance Due (Section 3)
<input type="checkbox"/>	20th	Advanced	Lowes Refrigeration Refrigerator/Freezer Equipment (Section 3)
<input type="checkbox"/>	26th		Shipment of freight to Javits Center begins at 8:00am (Section 2)
<input type="checkbox"/>	27th		Exhibitor Badge Request due (Section 8)

Please see reverse side for Money - Saving Tips →

Money-Saving Tips

Tips to make your exhibiting experience more cost-effective!

- ❑ 1. **Notify Freeman on-site if your out-bound shipment will weigh less than your in-bound.** You will be charged for the same weight that came in if they are not notified.
- ❑ 2. Check the set-up days and times to **determine the best day to move-in and set-up your booth.** Save waiting time by shipping your exhibit to the Freeman warehouse in advance.
- ❑ 3. **Avoid overtime charges** by setting up your booth between the hours of 8:00am and 4:30pm on Thursday or Friday. Please be aware that labor will not be available after 4:30pm unless you have made special arrangements with Freeman. Freeman's onsite Service Desk closes at 5:00pm. Labor and services needed after that time will only be available on a pre-arranged basis. Over-time and double-time rates will be in effect all day Saturday and Sunday, July 7-8. Overtime rates will also apply Monday through Friday before 8:00am and after 4:30pm. Details about over-time and double-time hours can be found on the Labor Order form (See Section 4).
- ❑ 4. **Take advantage of discounted rates** from our official contractors by ordering in advance, usually 4-6 weeks before the show (See Section 3).
- ❑ 5. **Review the exhibitor badge ordering procedures** (outlined in Section 8). Each 10'x10' booth space (100 square feet) receives up to five complimentary badges. For example, a 10'x10' booth gets up to five complimentary badges; a 10'x20' booth gets up to ten complimentary badges; a 20'x20' gets up to 20 complimentary badges; and so forth. Remember that each additional badge above your allotment will cost \$35 per badge pre-show. Onsite additional badges above your allotment will cost \$35 per badge.
- ❑ 6. **Take advantage of the Exhibitor-Driven Vehicle Program (EDV)**, if your total freight weight is 500 lbs. or less (See Section 7).
- ❑ 7. **Return the Complimentary Booth Package order form. This is available to NASFT members only** (See Section 4).
- ❑ 8. **Order your lead retrieval machine by the deadline** to receive the accompanying complimentary 500-watt electrical service in your booth. The outlet can only be used for your CompuLead Machine (See Section 3).
- ❑ 9. Carefully review the Shipping & Freight options to **determine the best and most cost-effective method to get your product to the Show** (See Section 7).
- ❑ 10. **Reserve your hotel room** in advance to secure the best rate at your preferred property (See Section 8).

Please call the NASFT Exhibitor Hotline if you have any questions, comments, suggestions or concerns about the Fancy Food Show. We can be reached by phone at 800-627-3869 ext 309 or by email at exhibitorhotline@nasft.org. All questions will be answered within 24 business hours.