

Exhibitor Checklist

We're thrilled you've chosen to exhibit at RFID Journal LIVE! 2022! Below you'll find information on the most important tools, tips, and action items for a successful event—from event logistics and marketing your presence to registering staff badges and booking your hotel. Take note of the discount deadlines, which can get you significant savings on exhibiting expenses.

Action	Deadline
Update Your Company Description and Product Categories Drive awareness for your company and increase visibility by uploading information in the Exhibitor Console about your company and the products and services you offer.	ASAP Attendees are browsing now!
Register Booth Staff Register your staff for exhibitor badges through the Exhibitor Console . Login and click on "Exhibitor Badge Registration."	Ongoing
Review the Exhibitor Services Manual The Exhibitor Services Manual is your complete resource for everything you need to exhibit at RFID Journal LIVE!, including electrical, internet, catering, shipping and more.	Ongoing
Order Lead Retrieval Easily and instantly capture contact and demographic data of attendees at the show. Click here to order.	April 18
Shipping Shipping is the movement from your facility to the show site or advanced warehouse. Visit the Exhibitor Services Manual to access shipping labels.	Advance Warehouse: April 18 - May 9 Show Site: Not before May 17
Book Your Hotel Take advantage of discounted rates through our official partner, Maritz Global Events .	April 26
Order Booth Furnishings, Carpet, and Labor Tables, chairs, carpeting and labor are available through Shepard. Click here to order.	April 27
Order Internet, Electrical, Catering and Cleaning Internet, Electrical, and Cleaning are available through Mandalay Bay. Click here to order.	April 28
Utilize FREE promotional materials to invite your customers to RFID Journal LIVE! Invite your customers to the show with customized materials that include a promo code offering 15% off on registration. Contact Stefanie.Minuto@EmeraldX.com for your dashboard link.	Ongoing