

The NAFEM Show **Cost Saving Tips**

There are many ways to save money when exhibiting at The NAFEM Show. Keep these tips in mind to help manage expenses during your planning process.

1. Order by the deadline date(s)

Order your services when discount pricing is available. The discount deadline date is **Jan. 3, 2023** and includes items such as electrical, air, water, drain, gas, rigging, furnishings, catering, booth cleaning, etc. Order early to save!

2. Estimate the cost of your booth

The [Budget Calculator](#) provides a rough estimate of booth costs based on size, labor and rental options. Estimate your booth expenses before the show begins to avoid onsite surprises.

3. Pay attention to shipping deadlines

Shipping after the deadline means additional surcharges. The advanced warehouse receiving deadline is **Jan. 24, 2023**.

4. Order labor on straight time

To avoid paying overtime fees, order your labor on straight time (8 a.m. – 5 p.m. Monday-Friday).

5. Send hanging signs to the advance warehouse

Send your hanging sign to the advance warehouse to ensure your signage is onsite when the rigging team labor call starts. This ensures there is no delay or additional labor charges while waiting for your sign to arrive.

6. Be sure your carrier arrives on time

Pre-show: If your carrier does not check-in at your targeted arrival time, your freight is delayed arriving to your booth. This delays your labor, and costs more.

Post-show: If your carrier does not check-in at on time to pick-up your shipment, your freight could be redirected to a Freeman warehouse, incurring additional charges.

7. Your target time is NOT when you should plan to start your labor call

Once your freight arrives at show site, it can take up to 4 hours for freight to be delivered to your booth. Do NOT schedule labor to set your exhibit at your target move-in time unless you shipped freight to the advance warehouse. In addition, trucks reporting to the marshalling yard after 2 p.m. on the scheduled target day are not guaranteed same day unloading. This information is noted on the inbound freight target move-in schedule within the [Exhibitor Services Manual](#).

