



FEBRUARY 26-28 • ATLANTA

# **How to Access and Use The Exhibitor Resource Center**

**September 18, 2024**



# AGENDA



- Exhibitor Resource Center
  - How to Login
- Exhibitor Checklist and Forms
- Important Dates
- Q&A

# EXHIBITOR RESOURCE CENTER: HOW TO LOGIN



- Log In Instructions
  - September 18 (today) – trade show contacts receive email noting the Exhibitor Resource Center (ERC) is live.
  - Trade show contacts can use their NAFEM member dashboard sign in to access the Exhibitor Resource Center.
  - Companies must have a booth on the floor plan in order to access the ERC.
    - Completed booth contract and 50% payment must be received in order to be placed on the floor plan.

# EXHIBITOR RESOURCE CENTER: HOW TO LOGIN



## Exhibitor Resource Center

Welcome to the Exhibitor Resource Center, your go-to destination for everything needed for your booth to be show ready. To get started, enter your NAFEM Sign In credentials.

(Access is limited to trade show contacts whose companies have submitted a contract and paid the required deposit.)

Username

Password

Keep me signed in

[Forgot username?](#) | [Forgot password?](#)

[Create a new account](#)

# EXHIBITOR RESOURCE CENTER



FEBRUARY 26-28 • ATLANTA



The NAFEM Show  
February 26 - 28, 2025 Atlanta

Search...

- Home
- Checklist
- Forms

TEST - Kelsey's Juicers  
Booth: 002

K Kelsey

### Exhibitor Checklist

0%  
0/29 Completed

Past Due (0)  
Upcoming Deadlines (28)  
Completed (0)

[View Full Checklist →](#)

### My Account

Review your balance due Nov. 1  
All payments have been made.

[Make Payment →](#)

### Exhibitor Registration Dashboard

Click here to register your booth staff for badges.

[Register Now →](#)

### Hotel Accommodations

Ensure you have your hotel rooms booked for your staff.

[Reserve Housing →](#)

### Exhibitor Appointed Contractor

Register your EAC within the EACA website no later than January 17, 2025.

[Register your EAC →](#)

### Budget Calculator

Calculate your potential booth expenses based on size, labor, utility and rental needs.

[Review the Budget Calculator →](#)

### FAQs

Review our frequently asked questions which continue to be updated leading up to The NAFEM Show.

[Review the FAQ's →](#)

### Contact Us

Contact our team at +1.312.245.1054 Ext. 5 or info@thenafemshow.org.

[Contact us →](#)

### Exhibitor Services Manual

Click below to access our Exhibitor Services Manual provided by our official general services contractor, Freeman. Order furniture, labor, utilities, and more for your booth.

[Click here →](#)

### Booth Diagram Submission

Required for companies who: manufacturer walk-in coolers, refrigerators & freezers, peninsulas, islands or companies with booth violations in 2023.

- Booth Diagram Submission
- Booth Rules & Regulations

[Submit Booth Diagram →](#)

### Advertising Opportunities

Amp up the wow with new and exciting opportunities to boost your presence at The NAFEM Show 2025.

[Review Opportunitites →](#)

### Exhibitor Education

Review & register for webinars and important resource videos.

[Review Webinars & Resources →](#)

### Georgia World Congress Center Guide

Review the following guide for important detail regarding approval for multi-level exhibits, fire safety and more.

[Review the GWCC Guide →](#)

### Rules & Regulations

Review NAFEM's 2025 Rules and Regulations.

[View Rules & Regulations →](#)

- Home Page Review
  - Exhibitor Registration
  - Freeman Exhibitor Services Manual
  - EAC Registration
- Checklist
  - Important forms
- Forms
- **Quick Resource Video**

# IMPORTANT DATES

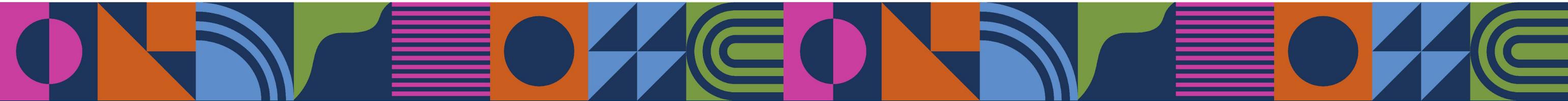


- Nov. 1
  - Final 50% payment due
  - NAFEM keeps 25% of total booth fee for all space reductions or cancellations occurring between space selection and Nov. 1
  - After Nov. 1, full balance due on any reduced or cancelled booths

# IMPORTANT DATES



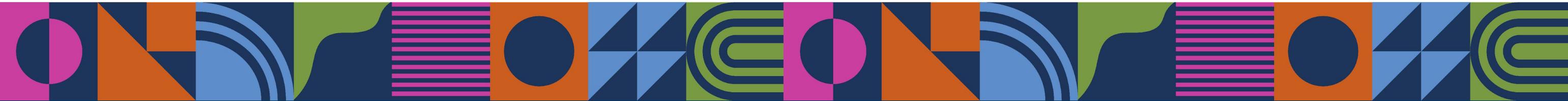
- Nov. 8
  - Detailed floor plans due for exhibitors occupying an island, split island, peninsula, or modified peninsula booth; manufacturers of walk-in coolers, refrigerators and/or freezers; or those with written booth violation notices from 2023
    - Hanging signs are permitted to a maximum height of 20' to the top of the sign.
- Ongoing
  - **Exhibitor education webinar & video series**
  - **<https://www.thenafemshow.org/>**



Q&A

[info@thenafemshow.org](mailto:info@thenafemshow.org)

The  
**NAFEM**  
Show® | **25**  
FEBRUARY 26-28 • ATLANTA



**THANK YOU**

The  
 **NAFEM** | **25**  
Show.®

FEBRUARY 26-28 • ATLANTA