EXHIBITOR CHECKLIST

Use this Exhibitor Checklist to help you prepare for a successful experience at Data Universe!

ACTIO	N		DEADLINE	COMPLETED			
BOOTH NEEDS & LOGISTICS							
	1.	Sign Contract	ASAP	/			
4	2.	Update & Complete Your Company Information and Product Categories The information you fill out in your Exhibitor Hub will be the first thing attendees see when they visit the Exhibitor Directory on the website. Make sure it is completely filled out to better attract attendees to your profile and drive new business to your booth onsite.	ASAP				
	3.	Book Hotel Check out our website for more information on booking your hotel.	ASAP				
	4.	Review Exhibitor Manual The Exhibitor Manual offers a complete A-Z guide to everything you need for Data Universe 2024 including electrical, internet, cleaning, shipping info & more! Order early and save on your booth needs.	ASAP				
	5.	Order Staff Badges To register your company staff, you may click the options to either "Upload Multiple Badges" or "Create a Single Badge"in the Exhibitor Hub.	Ongoing				
	6.	Health & Safety at the Event Review our website for detailed information about health and safety at Data Universe.	Ongoing				
	7.	Order Audio/Visual Place an order with Metro Multimedia using these forms (link). Order early for a discounted rate	3/12/24				
	8.	Submit Your Graphic Artwork Supply FREEMAN with the artwork for the graphics that are provided with your turnkey booth package. See specifications for these graphics here. You can also order additional graphics above and beyond what is included in your booth package here.	3/12/24				
	9.	Order Booth Furnishings and Additional Booth Needs Review your options for booth furnishings and order through the FREEMAN link here. View the online exhibitor manual for more information and deadlines about other booth needs	3/19/24				
4	10	. Order Utilities Place an order through the <u>Javits JAKE Portal</u> for utilities such as Electrical, Internet, and more. Order early for a discounted rate	3/22/24				
W84	11	. Order Catering Outside food and drink is NOT permitted on the Event Floor. Click here to order catering & request a menu from Cultivated, the official caterer.	3/27/24				
	12	. Ship Your Booth Materials There are two shipping options: ship to the Advanced Warehouse or ship to Event Site. Click here for shipping information. Please note that you must select your shipping label based on when your packages will arrive in New York. Shipments arriving at the Javits directly before 4/8/24 will be refused.	Warehouse 4/2/24, Event Site 4/8/24				
	13	. Download Lead Retrieval Download the Emperia app for free to easily scan and collect leads at the event.	ASAP				

Contact your Customer Success Coordinator with any questions or if you need assistance: Therese Del Mundo I (203) 840-5829 I therese.delmundo@rxglobal.com Sales:

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APRIL 10 - 11, 2024 NORTH JAVITS CENTER NEW YORK CITY

STEP-BY-STEP CHECKLIST

Use this Exhibitor Checklist to help you prepare for a successful time at Data Universe!

ACTION			DEADLINE	COMPLETED		
MARKET YOUR PRESENCE AT THE EVENT						
18	1.	MARKET COMPLIMENTARY TICKETS to top prospects Utilize the complimentary tickets provided to you by Data Universe to recruit your top prospects.	ASAP			
	2.	Customer Invitation Program Increase your booth traffic by communicating your presence to your customers and prospects using your our exclusive customer invitation program. This is a seperate program from the complimentary tickets mentioned above. With this program, your customers will save almost \$300 on their registration by using your customized link, provided directly to you via email. [These tickets will be \$700 and are unlimited]	ASAP			
	3.	Maximize Exposure Add Event Specials, press releases, products, photos and videos and much more to your Exhibitor Hub to increase your exposure prior to the Event.	Ongoing			

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