














## EXHIBITOR CHECKLIST

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

ACTION	DEADLINE	COMPLETED	
<b>BOOTH NEEDS &amp; LOGISTICS</b>			
	1. <b>Sign Contract</b>	ASAP	<input checked="" type="checkbox"/>
	2. <b>Update &amp; Complete Your Company Information and Product Categories</b> The information you fill out in your <a href="#">Exhibitor Hub</a> 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	<input type="checkbox"/>
	3. <b>Book Hotel</b> <a href="#">Check out our website</a> for more information on booking your hotel.	ASAP	<input type="checkbox"/>
	4. <b>Review Exhibitor Manual</b> The <a href="#">Exhibitor Manual</a> 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	<input type="checkbox"/>
	5. <b>Order Staff Badges</b> To register your company staff, you may click the options to either “Upload Multiple Badges” or “Create a Single Badge” in the <a href="#">Exhibitor Hub</a> .	Ongoing	<input type="checkbox"/>
	6. <b>Health &amp; Safety at the Event</b> <a href="#">Review our website</a> for detailed information about health and safety at Data Universe.	Ongoing	<input type="checkbox"/>
	7. <b>Order Audio/Visual</b> Place an order with Metro Multimedia using these forms ( <a href="#">link</a> ). Order early for a discounted rate	3/12/24	<input type="checkbox"/>
	8. <b>Submit Your Graphic Artwork</b> Supply FREEMAN with the artwork for the graphics that are provided with your turnkey booth package. See specifications for these graphics <a href="#">here</a> . You can also order additional graphics above and beyond what is included in your booth package <a href="#">here</a> .	3/12/24	<input type="checkbox"/>
	9. <b>Order Booth Furnishings and Additional Booth Needs</b> Review your options for booth furnishings and order through the FREEMAN link <a href="#">here</a> . View the online exhibitor manual for more information and deadlines about other booth needs	3/19/24	<input type="checkbox"/>
	10. <b>Order Utilities</b> Place an order through the <a href="#">Javits JAKE Portal</a> for utilities such as Electrical, Internet, and more. Order early for a discounted rate	3/22/24	<input type="checkbox"/>
	11. <b>Order Catering</b> Outside food and drink is NOT permitted on the Event Floor. <a href="#">Click here</a> to order catering & request a menu from Cultivated, the official caterer.	3/27/24	<input type="checkbox"/>
	12. <b>Ship Your Booth Materials</b> There are two shipping options: ship to the Advanced Warehouse or ship to Event Site. <a href="#">Click here</a> 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	<input type="checkbox"/>
	13. <b>Download Lead Retrieval</b> <a href="#">Download the Emperia app</a> for free to easily scan and collect leads at the event.	ASAP	<input type="checkbox"/>

Contact your Customer Success Coordinator with any questions or if you need assistance:

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