



Show Dates: October 15-17, 2024

2024 Exhibitor Check List

Find details on the below items here www.remtecsummit.com/exhibitor-resources and be sure to bookmark the page for easy reference.

☐ **Logo and Link**

Due Date: upon receipt of checklist

Notes: To confirm your logo and link are correct, [view the Floorplan](#) – please send any changes or updates to: hansona@bnpmmedia.com

☐ **Register Exhibit Staff**

Due Date: Please have all staff registered by September 27th

Notes: Registration instructions should have been received from our registration department. Contact bnp@excutivevents.com with questions or if you need the instructions resent

☐ **Pre-Show Eblast**

Due Date: Submit request between August 4th – September 24th

Notes: Details and request form: <https://www.remtecsummit.com/eblast-request-pre>

☐ **Book Hotel Rooms**

Due Date: Discounted rate available through September 26th or when block sells out, whichever comes first.

Notes: Book reservation directly through the Westin Westminster. [Find details here](#)

☐ **Order Furniture**

Due Date: See Freeman Decorating Exhibitor Manual, [available here](#)

Notes: Exhibit hall is carpeted. Booth comes with 6' draped table and 2 chairs

☐ **Place A/V & Electrical Order**

Due Date: It is highly encouraged to have any A/V and electrical orders placed by September 3rd. After the 3rd, it is not guaranteed the exact equipment ordered will be available.

Notes: Visit [Encore Event Now](#) to place your order

☐ **Advance Shipping to Warehouse**

Due Date: See Freeman Decorating Exhibitor Manual, [available here](#)

Notes: Items sent in advance to warehouse will be in your booth when you arrive for set up. Please do not send items direct to Westin Westminster in advance. All advance shipments need to go to the Freeman Warehouse.

Continue to next page

☐ **Move in**

Date/Time: Monday, October 14, 2024, 1pm – 6pm

Notes: All exhibits must be fully set up by 7:00am Tuesday, October 15th

Tips: Be sure to bring all tracking numbers and order forms for reference once onsite

☐ **Move out**

Date/Time: Thursday, October 17, 2024 1:15pm- 4:00pm

Notes: Booth must remain fully set up until exhibit hall closes at 1:15pm. All materials must be cleared out of the exhibit hall by 4:00pm

Tips: Be sure to bring outbound shipping forms (UPS/FedEx) if necessary for return shipments. Have flights scheduled for AFTER tear down is completed

☐ **Post-Show Eblast**

Due Date: Submit requests between October 14 – December 23, 2024

Notes: Details and request form: <https://www.remtecsummit.com/eblast-request-post>

VISIT/BOOKMARK THIS PAGE FOR DETAILED EXHIBITOR INFORMATION
www.remtecsummit.com/exhibitor-resources