

Exhibitor Checklist




Move-in Information

- Friday, December 29, 2017 Noon – 6:00 PM
- Tuesday, January 2, 2018 8:00 AM – 7:00 PM

Event days and Hours

- Wednesday, January 3 9:00 AM - 6:00 PM
- Thursday, January 4 9:00 AM - 3:00 PM

Building Services – COBB GALLERIA CENTRE

- Electrical & Internet  Electrical - Order Form 2017.pdf  Communications and Cable Services -
- Natural Gas  Compressed Air, Gas, Water, Drain Ser
- Catering (In booth) <https://cobbgalleria.boomerecommerce.com>

DEADLINE FOR ADVANCE PRICING: December 19, 2017

General Service Contractor – SHEPARD CONVENTION SERVICES

- <https://ordering.shepardes.com/olk/showInformation.asp?show=16978>
- Freight Services
 - Hanging Signs
 - Furnishings
 - Daily Booth Cleaning
 - Labor
 - Flooring
 - Shipping
 - Graphics

DEADLINE FOR ADVANCE PRICING: December 4, 2017

Sponsorship Commitment and Fulfillment

- <http://seflooringmarket.com/sponsorship/>
- Inquiries pertaining to sponsorship opportunities: Your sales executive. kathy@marketmakerevents.com or david@marketmakerevents.com

Exhibitor Registration and Lead Retrieval

- Register your booth staff: <https://www.prereg.net/2018/sefm/exhibitor/>
- Use your booth number as your password to enter your team registration. Please make sure to provide the team members individual email address for each registration. Please do not use one general email address.

- Order your scanner for attendee badge scanning:  2018 SFM LR Flyer.pdf  2018 SFM Order Form.pdf
- Each exhibitor should use your company name as your promo code when registering your key accounts, clients and visitors to visit the Southeast Flooring Market.
- Having a problem with your code: contact: lori@marketmakerevents.com

