



2022 Exhibitor Check List

Find details on the below items here www.remtecsummit.com/exhibitor-info 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@bnpmedia.com

Register Exhibit Staff

Due Date: Please have all staff registered by February 25th

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 January 8 – February 15

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

Book Hotel Rooms

Due Date: Discounted rate available through February 25th 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](#) starting January 19th

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

Place A/V Order

Due Date: by March 4th for pre-show discount

Notes: Download form on [Exhibitor Information](#) page

Advance Shipping to Warehouse

Due Date: See Freeman Decorating Exhibitor Manual, [available here](#) starting January 19th

Notes: Due to staffing at the Westin Westminster and current shipping delays, it is recommended and strongly advised to send your shipments in advance to warehouse as opposed to direct to the Westin Westminster. Shipments sent direct to show site cannot be guaranteed to arrive at your booth in time for set up

Move in

Date/Time: Monday, March 7, 2022, 1pm – 7pm

Notes: All exhibits must be fully set up by 7:00am Tuesday, March 8th.

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

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Move out

Date/Time: Thursday, March 10, 2022 1:15pm- 5:00pm

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 5:00pm

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 February 18 – May 20

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

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