

ALUMINUM USA

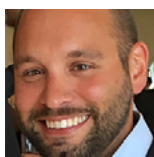
Exhibitor Success Checklist

A step-by-step checklist designed to help you prepare for a successful ALUMINUM USA.

	Action	Deadline	Completed
1	Update & Complete your Company Listing The Exhibitor Dashboard connects you to your most powerful marketing tool: your directory listing. A complete listing with product images, product categories, Show Specials and social media links will ensure great exposure and generate more pre-Show leads. Update your listing by August 6 to have your company information listed in the official ALUMINUM USA Printed Directory.	August 6	
2	Review the Exhibitor Manual The Exhibitor Manual will give you complete A-Z information about everything Show-related—ordering early will save you up to 30%. Click here to review the information.	Ongoing	
3	Order Booth Furnishings Order tables, chairs, carpeting and more at a discounted rate through Freeman, the official contractor. Click here to access their website for easy online ordering. An additional Freeman account is required.	August 21	
4	Book Hotel & Travel Hotels fill up quickly—be sure to take advantage of our discounted hotel rates by booking with onPeak. Click here for rates and availability.	Ongoing	
5	Order Booth Electricity Click here to order electricity for your booth.	August 23	
6	Order Telecommunications Complimentary WiFi is available on the Show floor. If you require a dedicated hard line service, click here to order.	August 23	
7	Order Catering Outside food or drink is NOT permitted on the Show floor. Click here to order catering and request a menu from MCC the official caterer.	September 9	
8	Calculate your Material Handling Ship to the Advanced Warehouse starting at \$169.00 (100 lb. minimum). Ship to Show Site starting at \$120.50 (100 lb. minimum). To ship materials through Freeman Exhibit Transportation, click here .	Warehouse: Before September 4 Show Site: After September 11	
9	Register Booth Staff You can register your staff for exhibitor badges through the Exhibitor Dashboard . Click on the link that reads: Register Your Staff.	Ongoing	
10	Review your 2019 Media/Marketing Opportunities Review the online media kit for an in depth overview of all available opportunities to get your brand in front of buyers. To access free resources and promotional materials to help you promote your presence at ALUMINUM USA 2019. Click here .	Ongoing	

To view all deadline dates and contact information [click here](#).

**CONTACT YOUR CUSTOMER SUCCESS MANAGER
WITH ANY QUESTIONS OR IF YOU NEED ASSISTANCE!**



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