

Kelly Piva

Subject: FW: DOMOTEX USA Exhibitor Newsletter #1

DOMOTEX USA | [view this email online](#)



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Dear Kelly,

Thank you for your participation as an exhibitor at DOMOTEX USA taking place February 28 – March 2, 2019 at the Georgia World Congress Center.

Please forward this newsletter to any of your colleagues who are involved in the planning and execution of your DOMOTEX USA exhibit and/or sponsorship.

This newsletter is intended to communicate important information and key deadlines leading up to DOMOTEX USA. We've also included some helpful information to assist in your planning for the upcoming event.

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Exhibitor Dashboard

This exhibitor dashboard is a resource for locating your show related needs. Registration, contacts and resources will be easily accessible through your portal as they become available.

The information below will give you direct access to update and confirm your listing for the official DOMOTEX USA printed directory, and your online exhibitor listing. All printed directory and online listings (unless upgraded) will be limited to 50 words.

Please take a moment to fill out the additional marketing and accounting contact information so that we can effectively communicate with you or the correct member of your team.

By clicking the link below and entering your ID and password, you may review and edit your company information:

Go to: [\[Exhibitor Dashboard Link\]](#)

Please Note:

The deadline to update your listing is Monday, January 7, 2019. Any changes made after this date will appear corrected on the website and the online floor plan, but not in the printed directory.

Exhibitor Registration – coming mid August!

Exhibitors will be allotted 3 badges per 100 sq ft for staff badging. All badges over this allotment will be billed at \$25 per badge. One reprint will be allowed, however after that, a \$25 fee for all reprints will be charged. Registration will be available in August.

Exhibitor Service Manual

This important tool will contain all the information you will need to guide you through a successful DOMOTEX USA. It holds information you need to plan, participate and enhance your experience— including important contact information, booth services deadlines, exhibit hall rules and regulations, and much more.

HFUSA is also pleased to announce that Freeman will provide general contractor services for DOMOTEX USA. The Exhibitor Service Manual can be accessed [here](#).

Note: 10x10 booth includes 8ft drape at the back and 4ft drape on the sides. This event is governed by the IAEE Rules and Regulations for Cubic Content. If you do not wish to have drape, contact Freeman directly to remove the drape for your booth before the start of the event.

Your booth will come with the raw space. All additional items like electricity, furnishings, displays, etc., needed are the responsibility of the exhibitor. All exhibits must have carpeting or some other flooring to the edge of the booth. No exposed concrete will be allowed.

FLOOR COVERING IS MANDATORY

Exhibit Hall Hours

Exhibit Hall Move-In:

February 26, 2019.....Targeted Appointments from 8:00 AM - 5:00 PM

February 27, 2019.....Targeted Appointments from 8:00 AM - 5:00 PM – Freight all Clear 5:00 PM

February 28, 2019.....General Move In – 8:00 AM - 10:00 AM

All Exhibits must be fully installed by 5:00 p.m. on February 27, 2019. All freight boxes will be cleared at 5:00 PM to begin installing aisle carpet. You may continue to work within the confines of your booth space, but no freight can be left in the aisles. Everything must be completed by 10:00 a.m. on Friday, 28, 2019.

Exhibit Hall Hours:

Thursday February 28, 2019 12:00 PM -6:00 PM

Friday March 01, 2019 10:00 AM - 6:00 PM

Saturday March 02, 2019 9:00 AM - 1:00 PM

Exhibit Hall Move-Out:

March 2, 2019.....Targeted Appointments from 2:00 PM - 6:00 PM

March 3, 2019.....Targeted Appointments from 8:00 AM – 11:59 PM

Freeman will begin returning empty containers one hour after the close of the show. The FedEx office will be open until 7:00 PM on March 2, 2019 to accommodate FedEx shipments out of the convention center.

All exhibitor materials must be removed from the exhibit facility by Sunday, March 03, 2019 at 11:59 PM.

See the [exhibitor manual](#) or contact Freeman for more information on driver check in time.

Hotel Accommodations

[Click here](#) to reserve your hotel room now and receive a discounted rate at the official DOMOTEX USA hotels. For help with your reservations or if you have questions about the hotels, contact Connections Housing, the only official hotel/housing provider for DOMOTEX USA 2019. We strongly encourage you to avoid other hotel or travel agencies, as many companies will take your credit card and your reservation will likely be walked to another hotel, or worse not actually book a reservation for you.

If you receive a phone call or email from any company or any other travel service that is not the DOMOTEX USA Official Housing Bureau, Connections, please notify the Operations Team at Operations@domotexusa.com.

Available Sponsorship Opportunities

For a complete list of all available exhibit and sponsorship opportunities, or to design a custom sponsorship package, please contact Indre Bergmanaite or call 1 (773) 796-4250 or email IBergmanaite@hfusa.com.

Questions?

We are here to help! For general questions about DOMOTEX USA, please contact the Operations Team at operations@domotexusa.com or visit <https://domotexusa.com/exhibitor-resources/>.