

**Kelly Piva**

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**Subject:** DOMOTEX USA Exhibitor Newsletter #3

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



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 Registration – Now Available!**

Visit <https://www.intheorIOUS.com/hfusa/pub/domotex2019e/> to begin registering your booth staff for DOMOTEX USA.

Username and Passwords were emailed to you from the DOMOTEX USA 2019 Registration Bureau. If you have any questions regarding this website, please contact Exhibitor Registration at [register@domotexusa.com](mailto:register@domotexusa.com) or call 847-759-6979.

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.

## **Invite Your Customers to attend DOMOTEX USA**

DOMOTEX USA wants to help you market your participation in the show. As part of our complimentary marketing services, we are happy to send out a customized VIP invitation which will include free registration to your customers and prospects. To take advantage of this opportunity, please contact our marketing department at [aolian@hfusa.com](mailto:aolian@hfusa.com) or 773-796-4250 x225.

## **DOMOTEX USA Show Hours – UPDATED**

**EXHIBITOR MOVE-IN – please note the hours below are different than what was originally provided in the Exhibitor Services Manual**

<b>Date</b>		<b>Final Hours Confirmed</b>
Tuesday, Feb. 26	Move-In (Targeted)	8:00AM – 8:00PM

Wednesday, Feb. 27	Move-In (Targeted)	8:00AM – 8:00PM
Thursday, Feb. 28	General Move In	6:00AM – 9:00AM

All exhibits / displays must be installed and have all empties removed by Wednesday, February 27, 2018 at 8:00 PM.

**EXHIBIT HOURS– please note the hours below are different than what was originally provided in the Exhibitor Services Manual**

<b>Date</b>		<b>Final Show Hours Confirmed</b>
Thursday, Feb. 28	Show Hours	10:00AM – 6:00PM
Friday, March 1	Show Hours	8:00AM – 6:00PM
Saturday, March 2	Show Hours	9:00AM – 1:00PM

**EXHIBITOR MOVE-OUT**

<b>Date</b>		<b>Final Show Hours Confirmed</b>
Saturday, March 2	Move-Out	1:00PM – 6:00PM
Sunday, March 3	Move-Out	8:00AM – 12:00PM

We will begin returning empty containers at the close of the show.

**DISMANTLE AND MOVE-OUT INFORMATION**

All exhibitor materials must be removed from the exhibit facility by Sunday, March 03, 2019 at 12:00 PM.

**To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Sunday, March 03, 2019 at 10:00 AM.**

**View the DOMOTEX USA Floorplan**

The show’s website has unveiled the exhibitor floor plan [here](#). Ninety percent of the show’s 90,000 square feet of exhibition space is sold. To date, approximately 50 percent of exhibitors at Domotex USA 2019 will showcase soft surface products, 40 percent will highlight hard surface products and 10 percent will feature flooring technology.

**Booth Payments**

Please note, all payment for your booth space is due in full immediately or you may risk losing your booth space. Past Due Payment Reminder emails will be sent to each company's main contact later today (October 15) . If you are unsure of the status of your payment, or need to request a copy of your invoice, please email [operations@domotexusa.com](mailto:operations@domotexusa.com).

**Booth Approvals - Extended to 11/1**

As a reminder, all booths over 400 sq ft are required to submit a Booth design and Hanging Signage plan for approval. **Please send your booth design no later than November 1, 2018** (note this has been extended from the original date of September 5).

Please note, each company may submit sketches of and specifications for proposed exhibits. Signs will be limited to a max height of 16 feet from the bottom and 20 feet from the top of the sign. **For specific details of height restrictions for booth construction, please refer to the IAEE Rules & Regulations for Cubic Content and please review the Display Rules located within the DOMOTEX USA Exhibitor Services Manual.**

Booth designs, along with requests for the approval for the use of Hanging Sign and Graphics or any variances from the IAEE Rules & Regulations must be submitted by **November 1** to [operations@domotexusa.com](mailto:operations@domotexusa.com).

## **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.

## **Official Show Listings**

Submit your information to be included online and in the printed Show Guide.

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

Go to: <http://DOMOTEX19.exh.mapyourshow.com/>

### **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. All printed directory and online listings (unless upgraded) will be limited to 50 words.

## **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**

## **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](mailto:Operations@domotexusa.com).

## **Resources for First Time Exhibitors**

Located on the DOMOTEX USA website are resources created specifically with first time exhibitors in mind. If this is your company's first trade show (or your first time exhibiting in the USA) please be sure to review these helpful tips found on the DOMOTEX USA [Exhibitor Resources Page](#).

A sample of some of the available material is listed below.

1. [Freeman Shipping & Material Handling](#)
2. [10 Steps to Getting the Most Out of Your Exhibition \(US\)](#)
3. [Tips for First-Time Exhibitors](#)
4. [Cost Saving Tips](#)
5. [Glossary of Terms](#)

Plus, be sure to check out the [DOMOTEX USA Exhibitor Webinar](#) created by Freeman especially for exhibitors of DOMOTEX USA.

## **Available Sponsorship Opportunities**

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

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### **Questions?**

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

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