

Kelly Piva

From: Kelly Piva
Sent: Thursday, November 15, 2018 2:57 PM
To: Kelly Piva
Subject: DOMOTEX USA Exhibitor Newsletter #4

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.

#whyidomotex

We've worked with various members of the flooring industry in order to identify and develop different experiential paths to meet each one's industry needs. As DOMOTEX is synonymous with innovation and trendsetters in the flooring industry, #whyidomotex will introduce flooring industry members, their professional challenges and how they plan to capitalize on DOMOTEX USA to make it the best experience possible. We will focus on both attendees and exhibitors. If you are interested in learning more or how to participate, please contact Ashley Lapin Olian at aolian@hfusa.com.

Hotel Accommodations

Don't miss your chance to reserve the best rates and location for your team!

[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.

[Exhibitor Dashboard & Official Show Listings](#)

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: <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. 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.

[Access Storage](#)

Access storage is available for a daily fee at DOMOTEX USA.

ADVANCE STORAGE RESERVATION

*Your credit card must be on file with Freeman to make an advance storage reservation. **Make your reservation by December 18 to guarantee availability at DOMOTEX USA.***

Please note, in addition to the daily fee, Material Handling will apply.

Please see the [Material Handling Order Form and the Accessible Storage Order Form](#) for more information.

[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.

Exhibitor Registration & Visa Letters

Visit <https://www.intheorions.com/hfusa/pub/domotex2019e/> to begin registering your booth staff for DOMOTEX USA. Visa letters of invitation can be requested during the exhibitor registration process.

Usernames 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 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.

DOMOTEX USA Show Hours

EXHIBITOR MOVE-IN

Each booth has been assigned a specific move-in appointment time. [Click Here](#) to view a PDF of your company's assigned target. Additional information about the target move in appointment times will be emailed to your company's main contact later this month.

Date		Final Hours Confirmed
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

Date		Final Show Hours Confirmed
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

Date		Final Show Hours Confirmed
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](#). Over 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.

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.

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/>.

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