



April 3-5, 2024 Chattanooga Convention Center

2024 Exhibitor Check List

Company Profile for [Online Floorplan](#) and Mobile App

Due Date: upon receipt of checklist/link – the sooner the better

Notes: If you need the link resent please contact [Andrea Hanson](#)

Exhibitor Name Badge Registration

Due Date: by March 10th

Notes: Registration instructions will be sent from our registration department.

Contact bnp@excutivevents.com with questions or to have the email resent

Exhibitor badges are full access passes*. All exhibitors have access to all sessions, meals and networking events*. Please [view the agenda](#) to see the full program.

**Conference Workshops and Shaw Tour not included and can be added to your registration*

Book Hotel Rooms

Due Date: Discounted rate of \$165 per night available through **Thursday, March 10th** or when block sells out, whichever comes first.

Notes: Visit the [Event Travel page](#) for more information and reserve your rooms.

Lead Retrieval

Order Due Date: Order by **March 10th** for pre-show pricing

Notes: Visit [American Tradeshow Services](#) for information, pricing and to place your order

Fern Expo

Discounted Rate Deadline: **March 13th, 7:00pm CDT**

Notes: This is for furniture, carpet etc orders. For Shipping dates and information please refer to the Exhibitor Resources page and/or the Exhibitor Services Kit

Electrical/Plumbing, Audio Visual, Internet and Booth Food & Beverage

Discounted Rate Deadline: **March 18th**

Notes: [Visit here](#) and scroll down and choose ORDER NOW in the Online Ordering on Your Timeline section. At the bottom that page choose The Experience Conference & Exhibitor to place your order

Continue to next page

Discounted Code to Share with Colleagues Clients and Customers

Notes: Your custom discount code will be in the registration email.

In Addition: We will be sending you a link you can use to share your discount code through your social media via Gleanin. Keep an eye out for a separate email with all the details you need to get started.

Pre- or Post-Show Eblast

Due Date: Please refer to the Pre- and Post-Show email section of the [Exhibitor Resources page](#)

Notes: Exhibitors have the choice to send a pre-show **OR** post-show eblast

Your html deployment must mention your participation in The Experience.

Must be paid in full to send eblast.
