



## 2023 Exhibitor Deadlines

To ensure you have a successful show, you'll find important information on the items below as well as marketing opportunities, here: [Exhibitor Information & Resources](#)

DEADLINE	ACTION
August 31	<b>Company Listing due</b> for mobile app and on-site Show Directory.
September 1	<b>Certificate of Liability Insurance Due</b> *required <a href="#">View requirements</a>
September 20	<b>Discount Hotel Rates Ends.</b> <a href="#">Book your hotel</a> in the official Quality Show hotel block.
September 26	<b>Pre-Show Email</b> request form & material deadline. <a href="#">View details</a>
September 29	<b>Lead Retrieval</b> discount deadline. <a href="#">Order form.</a>
September 30	<b>Register Your Staff.</b> Exhibitors receive (3) complimentary badges per 100nsf paid exhibit space. (ex: 10x10 booth = 3 comps; 10x20 = 6 comps). <b>Need your code resent?</b> <a href="#">Email registration.</a>
October 3	<b>Booth Order Discount Deadline</b> Access the <a href="#">Exhibitor Service Kit</a> for booth furniture, carpet, electrical, A/V, floral, labor and more <b>*carpet is required</b>
January 4	<b>Post-Show Email</b> request form & material deadline.

### MARKETING TOOLS

**Customer VIP code** –Your customers will attend for FREE when they register with your VIP code. Your code is simply "VIP" + your booth #. Example: Booth 1400 = VIP1400

[Download Event logo](#) – We invite you to share your participation and customer VIP code on your social media, email signature or through company marketing. Event hashtag #QualityShow.

[Submit a press release](#) and we will post your company or product news on the event website for media & attendees. Exhibitors may also drop off up to 25 press kits in the on-site Press Office.

### SHIPPING DATES

ADVANCE WAREHOUSE	accepted between September 19 – October 18, 2023
DIRECT TO SHOW SITE	October 19-23, 2023 – only <a href="#">Download shipping labels</a> (pages74-76)

### MOVE-IN/OUT HOURS

#### MOVE-IN

Thur. October 19	8:00am – 4:30pm (400nsf booths and larger only)
Fri. October 20	8:00am – 4:30pm
Sat. October 21	8:00am – 12:00pm noon
Sun. October 22	HALL CLOSED. NO LABOR AVAILABLE
Mon. October 23	8:00am – 4:30pm

*All exhibits must be fully installed by 7:00pm on 10/23/23 – no exceptions*

#### MOVE-OUT

Thur. October 26	2:00pm – 7:00pm
Fri. October 27	8:00am – 2:00pm

### EXHIBIT HALL HOURS

Tue. October 24	10:00am – 5:00pm <i>Welcome Reception 3-5pm</i>
Wed. October 25	10:00am – 5:00pm
Thur. October 26	9:00am – 2:00pm <i>Morning Mingle &amp; Breakfast 9-10am</i>

### WHO TO ASK | OFFICIAL SHOW CONTRACTORS & EVENT STAFF

**Registration** | Marissa Higgins, Registration Manager, [QualityShow@executiveevents.com](mailto:QualityShow@executiveevents.com) or call 844-644-7449

**Booth Orders** | Rosemont Exposition Services (RES), [customerservice@rosemontexpo.com](mailto:customerservice@rosemontexpo.com)

**Lead Retrieval** | American Tradeshow Services (ATS), [orders@american-tradeshow.com](mailto:orders@american-tradeshow.com) or call 985-240-5507

**Hotel Reservations** | PASSKEY, managed by Executiveevents, [BNPhousing@executiveevents.com](mailto:BNPhousing@executiveevents.com) or call 844-644-7449

**Exhibit & Sponsorships** | Buck Bicek [bicekb@bnpmedia.com](mailto:bicekb@bnpmedia.com) and Nadine Graber [grabern@bnpmedia.com](mailto:grabern@bnpmedia.com)