

nwfa
**WOOD
 FLOORING
 EXPO**

Nashville, Tennessee
 April 16 - 19, 2014
 Music City Center



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2014 Wood Flooring Expo

Exhibitor Checklist

Exhibitor Opportunities	Deadline	Notes
Ad deadline for Expo Guide and April/May Hardwood Floors Magazine Expo Issue.	Feb. 21, 2014	Contact Kendra Griffin at kendra@hardwoodfloorsmag.com .
Ad materials due for Expo Guide and April/May Hardwood Floors Magazine Expo Issue.	Feb. 28, 2014	Send materials to Kendra Griffin at kendra@hardwoodfloorsmag.com .
Expo Sponsorship reservation deadline	Feb. 28, 2014	Contact Heather Wegge at 800-422-4556 x109.
Certificate of Insurance due to NWFA.	Mar. 3, 2014	Send to Heather Wegge at 636-519-9664 (fax) or heather.wegge@nwfa.org .
Sign up to be a Trade Show Prize Giveaway Sponsor (FREE opportunity).	Mar. 3, 2014	Contact Heather Wegge at 800-422-4556 x109.
Sign up to demonstrate your product in the Exhibitor Demonstration Theater (FREE opportunity).	Mar. 3, 2014	Contact Heather Wegge at 800-422-4556 x109.
Custom exhibit booth design for approval.	Mar. 3, 2014	Where applicable. See exhibit rules & regulations. Contact Heather Wegge at 800-422-4556 x109.
Order your FREE Partners in Promotion postcards online at http://www.nwfa.org/expo-exhibitor-partners.aspx .	Mar. 3, 2014	Contact Heather Wegge at 800-422-4556 x109 with questions or more information.
Sponsorship giveaways, signage, and artwork due to NWFA.	Mar. 10, 2014	Contact Heather Wegge at 800-422-4556 x109 with questions or to confirm items needed
Complete your Online Booth Profile for inclusion in the on-site Expo Guide.	Mar. 10, 2014	Contact Heather Wegge at 800-422-4556 x109 with any questions or if you need your password
Register your booth personnel and make your hotel reservations in the NWFA discounted room block.	Apr. 1, 2014	Register at www.nwfa.org