NCEA 2018
CINCINNATI
April 3–5 Duke Energy Convention Center
Cincinnati, Ohio
www.NCEA.org/convention

NCEA 2018
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NCEA 2018 Convention & Expo Final Program
Printed Show Directory Listing Deadline: Friday, February 2, 2018

As an NCEA exhibitor, you receive a free listing in the online exhibitor directory as well as the printed NCEA 2018 Convention & Expo Final Program. Some information about your company is already listed in the online exhibitor directory. To ensure accuracy and inclusion in the printed Show Directory, please update your listing no later than **Friday, February 2, 2018.**

Some of the information you provide in the online exhibitor directory will be printed in the Final Program, which is distributed to all registered attendees onsite. If you do not update your listing, we will assume you did not need to make changes, and information displayed in your online listing will be printed in the Final Program. Please note that some of the items you provide online are **not** included in the printed Final Program. We cannot guarantee inclusion in the printed show directory after **February 2, 2018.**

SUBMIT YOUR INFORMATION
1. Go to http://events.ntpshow.com/NCEA2018/public/e_Login.aspx
2. Login with the password that was sent to you in your booth confirmation email and invoices.
3. Click "Edit Booth Info".
4. Fill in all blank fields and verify all existing information.
     Note: Your company description is limited to 50 words or less.
5. Check boxes next to your company's product categories, selecting a maximum of 10 product categories.
6. When complete, click "Save" at the bottom of the page and scroll to the top to check for any errors.
7. **Remember:** Information for the printed NCEA Final Program will be taken directly from your online listing!

UPGRADE YOUR LISTING
Consider upgrading your listing to enhance your visibility! Upgrade exhibitor listings are generally receive 2-3x more views than standard listings. Enhanced listings include a number of additional opportunities including online product listings, press releases, show specials, company logo, videos and more. Learn more.

QUESTIONS?
Email NCEAexhibitor@ntpevents.com or call 800-687-7469 for assistance.

NOTE
After February 2, 2018, you can update your online listing; however, the printed NCEA Final Program will be closed for changes. NCEA and/or NTP reserve the right to edit copy for both content and length.