

WELCOME TO KBIS 2019! To help you prepare for this year's event, we have created the exhibitor welcome kit, a comprehensive guide to marketing opportunities, operations deadlines and event details. Our team is always here to help and we look forward to a very successful 2019.

Please refer to the Exhibitor Service Center for up to date deadlines, communications and forms.

SEPT**SEPTEMBER 4**

- Attendee Registration is Open**
Make sure your online profile is up to date as attendees start browsing the exhibitor list.
- Exhibitor Registration is Open**
Register your booth staff.
- Housing is Open**
Find the best rates and book your hotel through onPeak, the official hotel vendor.
- Exhibitor Nvytes Tool is Open**
Invite your customers using digital banners, customized landing pages, social share graphics and more!

OCT**OCTOBER 31**

- KBIS Daybreak Media Breakfast Application**
Give top media a "first glimpse" at your product introductions.

NOV**NOVEMBER 29**

- DesignBites Application**
Speed dating! Three minutes to showcase your newest innovations to media and VIP guests.

DEC**DECEMBER 14**

- Show Directory Profile Deadline**
Be sure your company name, booth number, website and product categories are up to date.

DECEMBER 18

- Lead Retrieval (Early Discount Rate) Deadline**

JAN**JANUARY 4**

- Expo Pass Ordering**
Invite your customers with a printed free expo pass.

- KBB Feb March Issue (Show Directory) Advertising Close**
The most read resource at the show and the first thing attendees pick up when they arrive.

- Exhibitor Badge Registration Mailing Deadline**
Register by this date to receive your badges in the mail.

- Best of KBIS Entry Deadline**
Be part of the industry's premier awards program and enter your product(s).

JANUARY 11

- KBB Feb March Issue (Show Directory) Materials Due**
Submit your ad materials.

JANUARY 18

- Telephone & Internet Deadline**

JANUARY 23

- Carpet, Furniture, Utilities, Material Handling, Labor, Rigging, Booth Cleaning, and other Freeman services Deadline**

- Audio/Visual & Computer Rental Deadline**

JANUARY 25

- Booth Security Advance Deadline**