

2018 HFTC EXHIBITOR NEWSLETTER – JUNE EDITION

New **IMPORTANT** Information

NEW FOR 2019 HFTC - If a Work Authorization Request Form (WAR form) is submitted later than the posted due date, the exhibitor will be **required** to use Freeman, the official General Services Contractor, as **their designated contractor**.

Links to Bookmark

- [2018 HFTC Website](#)
- [Sponsorship & Advertising Opportunities](#)
- [Manage your Exhibit](#)

Important Things to Remember

- Furniture and electricity are not included in the cost of exhibit space, please be sure to order these services ahead of time to avoid onsite delays. While the exhibit space is carpeted, you may choose to order color specific carpeting to offset your booth space. You may lay your own carpet or purchase carpet from Freeman.
- The value of promoting your organization's name and brand at this event is immeasurable. To learn more about sponsorship and advertising opportunities at 18 HFTC, [click here](#).

IMPORTANT DATES

3 APRIL - PAST DUE
Booth deposit NOW DUE

AUGUST

Exhibitor Services Manual to go live (approximate date)

SEPTEMBER

Housing and Registration to go live. (badges will not be mailed for this event)

12 DECEMBER

Work Authorization Request (WAR) forms due

26 DECEMBER

EAC (Contractor) forms due

7 JANUARY

Completion deadline for booth space profiles to be included in print program

Plan Your Exhibit

- **Freeman** is the official General Services Contractor for 2018 HFTC. A complete Exhibitor Services Manual (ESM) will be posted in August and will contain all of the information, forms, and documents needed to plan for a successful exhibiting experience.
- Lead Retrieval (Badge Scanners) and Guest Cards will be available for this event. Additional information regarding these items will be published as it becomes available.
- For a detailed list of items included with your booth space purchase, view items 6a through 6e on the official [2018 HFTC Terms and Conditions](#).
- Online Registration is scheduled to open in September. When registering, you will need to log in using your case-sensitive company password which can be found on your booth space invoice. If you are unable to locate your password, please email [Ileana Valdes](#).

The Woodlands, TX



[Additional Information...](#)

CONTACT US

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Exhibitor Appointed Contractors (EAC)

If your company plans on hiring a contractor- other than Freeman- a Work Authorization Request (WAR) form must be submitted by **12 December** to [Katy Watson](#). The WAR form must be submitted by the exhibitor and will not be accepted from the EAC. Once the WAR form has been received, we will contact your EAC for additional REQUIRED paperwork. The EAC paperwork is due no later than **26 December**. It is ultimately the responsibility of the exhibitor to ensure the EAC has returned their forms by this deadline.

Manage Your Exhibit (Profile/Account Management)

Visit '[Exhibitor Resources](#)' page to view/print a statement, make a payment and even update your booth space profile. For assistance retrieving your password, please email [Lori Duke](#).

WE LOOK FORWARD TO SEEING YOU IN THE WOODLANDS!