

# Exhibitor Details & Deadlines

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Your #1 source for Smarter Faster Payments 2022 updates



Hello Exhibitor,

Thank you for exhibiting at Payments 2022 and for taking a moment to read the Exhibitor Details & Deadlines. This edition highlights some important deadlines that are right around the corner. Please note the **February 28** deadline for updating your company description and product categories in the Map Your Show online directory. This is important because attendees are viewing our website daily to plan their visits in the exhibit hall.

Additionally, mark your calendars for The Expo Group advance order deadline on carpet, shipping, furniture, and other items related to your booth set up. Don't miss out on the discount as all orders made after March 28 will be full price.

Take care!

Lindsay & Holly

[Lindsay Serth](#), Manager, Sales Support & Exhibitor Services, 703-561-3935

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## Exhibitor Service Manual

By now, you should've received the Exhibitor Service Manual (ESM) via an email from [exhibitorservice@theexpogroup.com](mailto:exhibitorservice@theexpogroup.com). If you have not received your ESM please contact [Lindsay](#) immediately.

The ESM contains important "not to be missed" deadlines to receive discount pricing, booth setup information and shipping details. You'll also find info on how to order utilities, cleaning, carpet, furniture, custom booth rentals and more. Hurry! The discount deadline is March 28.

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## Complimentary Registrations - Deadline March 11

It's easy to sign up your team members for Payments 2022. Access the Online Registration Portal to check the number of complimentary registrations available, submit your comps, and make substitutions.

Have these [instructions](#) handy when registering your team. Need help? Contact [Lindsay](#).

## Additional Registrations - Deadline March 18

Want to send more team members beyond what is included in your contract to experience Payments? No problem. Here are three easy ways:

1. [Online](#) (*preferred method*)
2. Call Member Services at 703-561-1100

3. Mail in the [Exhibitor/Sponsor Registration Form](#) (do not mail, email or fax credit card information)
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## Grab Their Attention Early - Deadline February 28

Payments attendees are planning their Exhibit Hall tour now! They're searching for the innovative products and services that your company delivers. Complete your profile on [Map Your Show](#) and grab their attention before the show even starts. Add a company description, select product categories and more. Need help, or your log in and password? Contact [Lindsay](#).

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## Promote Your Presence

Add the [Proud Exhibitor](#) graphic to your email signature or share on social media to let your customers know where you'll be in May.

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## Reserve Your Hotel Room

All Payments 2022 educational sessions and networking activities will be held at the Gaylord Opryland Resort & Convention Center in Nashville, TN unless otherwise noted. We negotiated special room rates for Payments attendees. But don't wait, room availability cannot be guaranteed so act now. [Make your reservations online today.](#)

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## Important Due Dates

**February 28:** 50-word company description

**March 11:** Complimentary registrations

**March 31:** After Hours Events form

**April 13:** Pre-con attendee list to exhibitors

**April 15:** Badge substitutions

**April 27:** Post-con attendee list to exhibitors

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