



## STEP-BY-STEP GUIDE

### Tips

1. Read all emails from Show Management!
2. Be sure to order by the advanced deadlines for the best rates
3. Use [www.LCTSHOW.com](http://www.LCTSHOW.com) as a resource. You'll find:
  - [Online Submission Forms](#) - Submit your Mobile app Listing, Emergency Contact Form, Proof of Insurance and more online.
  - [Current Floorplan](#) - Check out the latest configuration
  - [Sponsorship Information](#) – Including benefits of Sponsorship, how investing in a sponsorship opportunity will increase exposure frequency with your brand so they choose you. Ideas for bag stuffers to logo branding on promotional items throughout the show and more.
  - Downloadable Banner Ads and Show Logo - Let your website visitors know they can see you at the LCT/NLA Show East by adding one of these free banner ads to your site. Contact Show Management for this Marketing Collateral.
  - [Seminar Schedule](#) - Don't forget that your exhibit pass includes the seminars. Attend these to get a better understanding of your client's needs. Seminars
  - [New Excursions and Experiences](#) - We have pulled out all the stops this year to bring you all-new Excursions to round out your experience! \*Separate fees apply. Purchase tickets when registering or add to your registration.