NAFEM Show 2027 — first-time exhibitor checklist

Thursday, February 11 – Saturday, February 13, 2027 · Orange County Convention Center, Orlando. Dates marked FROM THE ORGANIZER come from the show's own site; the others are our suggestions, counted back from the opening day.

- [ ] **Tue, Oct 20, 2026** — Final exhibit space balance due; no refunds on space cancelled or reduced after this date FROM THE ORGANIZER
- [ ] **Wed, Nov 18, 2026** — Detailed booth plans due from island and split-island exhibitors, makers of walk-in coolers, refrigerators and freezers, and anyone with a written booth violation notice from 2025 FROM THE ORGANIZER
- [ ] **Thu, Nov 19, 2026** — Register your booth team in the Exhibitor Resource Center, and buy party tickets for the customers you plan to host. SUGGESTED
- [ ] **Thu, Dec 10, 2026** — Book rooms through the onPeak link before discounted pricing ends on January 14. Your move-out crew may need nights through Monday, February 15. SUGGESTED
- [ ] **Tue, Dec 15, 2026** — Webinar on exhibitor registration, lead retrieval and booth promotions, 2:00 PM CT FROM THE ORGANIZER
- [ ] **Thu, Dec 17, 2026** — Order carpet, furniture, electrical and booth catering from the Exhibitor Services Manual, and set a time for dealer training during Training Time. SUGGESTED
- [ ] **Mon, Jan 4, 2027** — Last day to submit exhibit contracts and company name changes, by 5:00 PM Central FROM THE ORGANIZER
- [ ] **Tue, Jan 12, 2027** — Webinar reviewing all key show details, 2:00 PM CT FROM THE ORGANIZER
- [ ] **Thu, Jan 14, 2027** — Discounted hotel pricing through onPeak: book before this date FROM THE ORGANIZER
- [ ] **Wed, Jan 20, 2027** — Last day of the $75 registration rate; $125 from January 21 FROM THE ORGANIZER
- [ ] **Thu, Jan 21, 2027** — Set up your follow-up: spec sheets, price lists, links and how you sign off, so every dealer and operator hears back the day you meet them. SUGGESTED

☐	**Wed, Jan 27, 2027**	Last day to cancel badges and event tickets for a full refund, by 11:59 PM CT FROM THE ORGANIZER
☐	**Tue, Feb 2, 2027**	Live Q&A webinar with the show team, 2:00 PM CT FROM THE ORGANIZER
☐	**Thu, Feb 4, 2027**	Agree who covers which hours. Exhibitors get in from 7:00 AM, the floor is open 9:00 AM to 5:00 PM Thursday and Friday, and Saturday closes at 3:00 PM. SUGGESTED
☐	**Sun, Feb 7, 2027**	Target move-in begins, 8:00 AM FROM THE ORGANIZER
☐	**Wed, Feb 10, 2027**	Booths set up by 4:00 PM, or the space can be reassigned FROM THE ORGANIZER
☐	**Mon, Feb 15, 2027**	Send the last follow-ups on Monday morning, while every visitor still remembers your booth. SUGGESTED
☐	**Tue, Feb 16, 2027**	Move-out ends: carriers check in by 10:00 AM, all freight out by noon FROM THE ORGANIZER

Checked against thenafemshow.org on Mon, Nov 16, 2026. Dates change; the organizer's site is the final word. The full guide, with a source for every date: https://meetdrop.ai/events/nafem-show