

## EXHIBITOR NEWSLETTER

As we prepare for BDNY 2022, I wanted to introduce myself. I'm Nicole and I'll be your Customer Success Manager for BDNY 2022, working with your Account Executive to help you have a successful exhibiting experience! I'll be a resource for any questions you have throughout the process about the exhibitor dashboard, booth requirements, and any other way that I can be of assistance. I'll also stay in touch with you with important information and deadlines you'll need for the show.

We will be sending out regular newsletters, like this one, to make sure you are up-to-date with important exhibitor information.

**IMPORTANT NOTE:** If these should be going to someone else on your team, please forward them along and let us know so we may update your contact information. These newsletters will also live on the [Exhibitor Resource Center](#) for you to revisit at your convenience.

Please let me know any time I can be of assistance, and I look forward to seeing you in New York City!

Sincerely,

**Nicole Panzeca**  
Customer Success Manager  
Boutique Design New York  
[nicole.panzeca@emerald.com](mailto:nicole.panzeca@emerald.com)

## BEST PRACTICES + QUICK LINKS

1. [Exhibitor Service Manual](#) – The BDNY Service Manual + Freeman Online are your go-to resources before, during, and after BDNY. This manual contains important information about critical deadlines, official service providers, shipping information, and much more.

2. [Exhibitor Console](#) – Update your online/print directory listing.

3. [Booth Guidelines](#) – These are the BDNY 2022 booth build guidelines, please read through carefully.

*Please note that diagrams are for exhibitors who purchased the Premium Booth Package only. Exhibitors who have purchased the Standard Booth Package, your display must also follow these guidelines:*

- Max height is 10'. 20x20 islands (4 corners) are permitted to go up to 12'
- Hanging signs are not permitted at BDNY

4. [Move-in/Move out Schedule](#) – Please make sure to find out your move in and move out time to avoid extra costs.

5. [Food and Beverage Services](#) – Cultivated is the exclusive food and beverage purveyor in the Javits Convention Center. View their menu [here](#) and then [complete your order!](#)

6. [Premium Booth Package](#) – You can purchase the BDNY booth package for your booth! It would include the White Hard Wall system, Lighting, Street sign and gray carpet. If you would like to upgrade your booth to include this package, please let your Account Executive know this month. Prices increase soon, so please reach out ASAP to secure your package.

## PRINTED DIRECTORY DEADLINE

**PRINTED DIRECTORY DEADLINE:** The deadline to be included in our printed directory is fast approaching, September 21st! If you have not already, please log into your Exhibitor Dashboard and update your profile with the following information:

- [Company Profile](#)
- [Product Categories](#)
- [Social Links](#)

**All profiles MUST be complete by Wednesday, September 21, 2022 or your product categories will not be included in the directory.**

**PLEASE NOTE:** All exhibitors will be in the alphabetical listing. However, the product categories are important to select for the printed directory.

[Log in here to update your listing >>](#)

[Need help? Contact us for more information >>](#)

## BOOK YOUR HOTEL

The 2022 housing block is open!

**BDNY partners with OnPeak to provide the easiest and most affordable hotel rooms during the Trade Fair.** Discounted rates can only be guaranteed with onPeak, and BDNY is not responsible for any problems or issues that may arise from booking with another vendor.

[Book now >>](#)

## EXHIBITOR REGISTRATION - COMING SOON!

Be on the look-out for exhibitor registration, coming July 15th! Register your booth staff in advance to save time on-site.

**PLEASE NOTE:** Your team must have individual badges to access the trade fair.

## ADVERTISING + SPONSORSHIP

**Extend your reach with advertising:** Get in front of attendees and our readers through print and online with *Boutique Design* magazine (with bonus circulation at the fair), the BDNY onsite directory, [boutiquedesign.com](http://boutiquedesign.com), and [bdny.com](http://bdny.com). Take advantage of the increased visibility leading up to and after the fair with an even broader audience.

## QUESTIONS? CONTACT US!

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