

ACTION	DEADLINE	COMPLETED
	<b>Register Booth Staff</b>	COMING SOON
To begin the registration process, click here to access the <a href="#">Exhibitor Hub</a> . If you have any questions, please contact your <a href="#">Customer Success Coordinator</a> . Exhibitors can now purchase a SIA Education@ISC 4-Day Passport or a SIA Education@ISC Single Day Pass. This can be purchased through the registration process.		
	<b>Optimize Your Company Listing</b>	ASAP
Log in to the <a href="#">Exhibitor Hub</a> to update your company listing. Review current info, select top product categories you offer, and complete your profile to boost visibility and drive new business.		
	<b>Utilize the Customer Invitation Program</b>	COMING SOON
Invite your top clients and prospects to the show for free (savings up to \$175!). This marketing service is complimentary for our valued exhibitors. If you did not receive your unique link, please contact your <a href="#">Customer Success Coordinator</a> .		
	<b>Book Hotel &amp; Travel</b>	ASAP
Hotels fill up quickly, so be sure to take advantage of our discounted hotel rates by booking with our official housing partner, Connections Housing. <a href="#">Click here</a> to learn more about rates and availability.		
	<b>Review Exhibitor Manual</b>	ASAP
The <a href="#">Exhibitor Manual</a> offers a complete A-Z guide to everything you need for ISC West including electrical, internet, catering, shipping info, and more. <b>Order early and save up to 30%!</b>		
	<b>Order Booth Furnishings</b>	March 7
Tables, chairs, and carpeting are offered at discounted rates through Freeman. Access our <a href="#">Exhibitor Manual</a> for easy online ordering. A Freeman account is required. Order by the discounted deadline and save!		
	<b>Order Booth Electricity</b>	March 20
<a href="#">Click here</a> to order electricity for your booth.		
	<b>Order Telecommunications</b>	March 20
There will be Wi-Fi available for “light business” use. If you need additional internet access, make sure to order a hardline internet connection for your booth from the <a href="#">Venetian Expo</a> .		
	<b>Calculate your Material Handling</b>	Warehouse: Between March 3 - March 25 Showsite: March 29
Estimate the material handling costs to accurately budget for ISC West. Click <a href="#">here</a> to learn more about rates.		
<i>*Any shipment 10 lbs. and under will be free of charge.</i>		
	<b>Boost your leads with Business Builder</b>	ASAP
With Business Builder, you can help buyers find you easily, make instant connections, leverage data for business insights. <a href="#">Learn more</a> about what business builder can do for your business.		

**CONTACT YOUR CUSTOMER SUCCESS COORDINATOR WITH ANY QUESTIONS OR IF YOU NEED ASSISTANCE!**

COMPANIES STARTING WITH:

**#, A, B | Leah Jarvis**  
leah.jarvis@rxglobal.com  
(203) 970-9287

**C-E | Yamille Rios**  
yamille.rios@rxglobal.com  
(475) 266-7054

**F-J | Maria Almonte**  
mariaterisa.almonte@rxglobal.com  
(203) 840-5934

**K-P | Patrick Caraig**  
patrickalbertjohn.caraig@rxglobal.com  
(203) 840-5511

**Q-S | Rose Ann Sibal**  
roseannmarie.sibal@rxglobal.com  
(203) 840-5497

**T-Z | Logan Zezima**  
logan.zezima@rxglobal.com  
(203) 604-3753