



# 2023 EXHIBITOR CHECKLIST

**SIA EDUCATION@ISC:** November 14-16

**EXHIBIT HALL:** November 15-16

**JAVITS CENTER, NYC**

ACTION		DEADLINE	COMPLETED
	<b>Register Booth Staff</b> The main contact of your company is responsible for registering all booth staff. Your company's main contact received an email with the registration link and your unique access code. If you did not receive the email, or need assistance, please contact your dedicated <a href="#">Customer Success Coordinator</a> .	<b>ASAP</b>	
	<b>Update &amp; Complete Your Company Listing Information</b> Log in to the <a href="#">Exhibitor Hub</a> to update your company listing. Review your company's current information and select the top product categories you offer. A completed profile enhances your company's visibility, driving new business to your booth and increasing potential sales leads.	<b>ASAP</b>	
	<b>Utilize the Customer Invitation Program</b> Invite your top clients and prospects to the Show for free (a savings up to \$150!) with the complimentary Customer Invitation Program. If your company did not receive its unique link, then please reach out to your <a href="#">dedicated Customer Success Coordinator</a> .	<b>ASAP</b>	
	<b>Book Hotel &amp; Travel</b> 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>Thursday, October 19</b>	
	<b>Review Exhibitor Manual</b> The <a href="#">Exhibitor Manual</a> offers a complete A-Z guide to everything you need for ISC East including electrical, internet, catering, shipping info, and more. <b>Order early and save up to 30%!</b>	<b>ASAP</b>	
	<b>Order Booth Furnishings</b> 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>Monday, October 23</b>	
	<b>Order Booth Electricity</b> <a href="#">Click here</a> to order electricity for your booth. A Javits Center account is required. View the <a href="#">Javits Service Catalog</a> for pricing information.	<b>Tuesday, October 31</b>	
	<b>Order Telecommunications</b> 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 Javits Center <a href="#">here</a> . A Javits Center account is required.	<b>Tuesday, October 31</b>	
	<b>Calculate your Material Handling</b> Estimate the material handling costs to accurately budget for ISC East. Material Handling will be calculated at \$2.01 per pound. Any shipment 10 lbs. and under will be free of charge.	<b>Warehouse:</b> Between Oct. 13 - Nov. 6 <b>Showsite:</b> Starting Nov. 13	
	<b>Set Up Lead Retrieval</b> Easily collect, qualify, & download the contact details of the customers you meet at ISC East with the Emperia Lead Retrieval App—unlimited access is included in your booth package.	<b>Instructions will be emailed to you before the Show</b>	

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

For Companies Starting With:

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