













2023 EXHIBITOR CHECKLIST

SIA EDUCATION@ISC: MARCH 28-30 | EXHIBIT HALL: MARCH 29-31
VENETIAN EXPO, LAS VEGAS



ACTION	DEADLINE	COMPLETED
 <p>UTILIZE THE CUSTOMER INVITATION PROGRAM – NOW AVAILABLE! Invite your top clients and prospects to the show for free (savings up to \$150!). This complimentary marketing service is free for you to use and allows them complimentary access to the show floor. If your company did not receive its unique link, then please reach out to your dedicated Customer Success Coordinator.</p>	ASAP	
 <p>UPDATE & COMPLETE YOUR COMPANY LISTING INFORMATION Stand out from your competition by uploading your company logo and information about your products & services in your Exhibitor Dashboard. This free tool is imperative to driving new business to your booth and increasing potential sales leads. Plus: A fully updated profile can drive 2-3x more business to your booth!</p>	ASAP	
 <p>BOOK HOTEL & TRAVEL Hotels fill up quickly: be sure to take advantage of our discounted hotel rates by booking at the Venetian Palazzo Headquarter Hotel, or with our official housing partner, Connections Housing. Click here for rates and availability.</p>	ASAP	
 <p>REGISTER BOOTH STAFF – COMING SOON! The main contact of your company is responsible for registering booth staff. An email will be sent to your company's main contact in early February with detailed instructions—it will include the link to exhibitor registration and your company's unique access code.</p>	COMING SOON	
 <p>REVIEW EXHIBITOR MANUAL The Exhibitor Manual offers a complete A-Z guide to everything you need for ISC West including electrical, internet, cleaning, shipping info & more! Order early and save up to 30% on your booth!</p>	ASAP	
 <p>ORDER BOOTH FURNISHINGS Tables, chairs, and carpeting are offered at discounted rates through Freeman. Click here for easy online ordering. Additional Freeman account is required.</p>	March 2	
 <p>ORDER BOOTH ELECTRICITY Click here to order electricity for your booth. 5 Amps - 500 Watts lines start at \$104.00 each if you order before the discount deadline, March 7, 2023.</p>	March 7	
 <p>ORDER TELECOMMUNICATIONS 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 Venetian Expo here.</p>	March 7	
 <p>CALCULATE YOUR MATERIAL HANDLING We recommend that you estimate the material handling costs to accurately budget for ISC West. There is now only one rate for all receiving methods (warehouse or show-site). Material handling will be calculated at \$1.25 per pound. Any shipment 10 lbs and under will be free of charge. Click here for more information.</p>	<p>Warehouse: Feb 27- March 21</p> <p>Show-site: March 25</p>	
 <p>SET UP LEAD RETRIEVAL WITH EMPERIA Capture attendees' full contact information with the Emperia Lead Retrieval App. Use your mobile device to scan their badge & easily collect their contact info.</p>	Instructions will be emailed to you before the Show	

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

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