



2024 EXHIBITOR CHECKLIST

SIA EDUCATION@ISC: April 9-11 | EXHIBIT HALL: April 10-12
VENETIAN EXPO, LAS VEGAS

ACTION

DEADLINE

COMPLETED

	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 .	ASAP	
	UPDATE & COMPLETE YOUR COMPANY LISTING INFORMATION Log in to the Exhibitor Hub 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.	ASAP	
	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.	ASAP	
	REGISTER BOOTH STAFF The main contact of your company is responsible for registering booth staff. An email will be sent to your company's main contact in late January with detailed instructions—it will include the link to exhibitor registration and your company's unique access code.	Coming Soon	
	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!	ASAP	
	ORDER BOOTH FURNISHINGS Tables, chairs, and carpeting are offered at discounted rates through Freeman. Click here to access our Exhibitor Manual for easy online ordering. Additional Freeman account is required.	March 15	
	ORDER BOOTH ELECTRICITY Click here to order electricity for your booth. 5 amp – 500 Watt starts at \$107.	March 20	
	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 .	March 20	
	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 \$1.29 per pound. Any packages under 10 lbs will be free of charge. Click here for more information.	Warehouse: March 7 - April 3 Show-site: April 6	
	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.	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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