











EXHIBITOR CHECKLIST

JULY 19-21, 2021

SANDS EXPO, LAS VEGAS, NV

ACTION	DEADLINE	COMPLETED
 <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.</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 Register your staff for exhibitor badges through the Exhibitor Dashboard. Login and click on "Register Your Staff" to get started.</p>	ASAP	
 <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!</p>	Ongoing	
 <p>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.</p>	June 18	
 <p>Order Booth Electricity Click here to order electricity for your booth. 500 Watt, 5AMP lines start at \$101.00 if you order before the discount deadline.</p>	June 28	
 <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 Sands SES here.</p>	June 28	
 <p>Calculate your Material Handling New for 2021, ISC West will be utilizing a new simplified material handling model. There is now only one rate for all receiving methods (warehouse or show site). Material Handling will be calculated at \$1.17 per pound and there will no longer be any weight minimums. Any packages under 10 lbs will be free of charge. Click here for more information.</p>	<p>Warehouse: June 22 - July 13</p> <p>Showsite: July 16</p>	
 <p>Utilize the Customer Invitation Program – COMING SOON! 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.</p>	COMING SOON	
 <p>Set Up Lead Retrieval with Emperia – NEW FOR 2021! Capture attendees' full contact information with the NEW! 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	