










**ISC WEST**SIA EDUCATION@ISC: MARCH 22-24 | EXHIBIT HALL: MARCH 23-25  
VENETIAN EXPO, LAS VEGAS

#sianps

# 2022 EXHIBITOR CHECKLIST

ACTION	DEADLINE	COMPLETED
 <b>Update &amp; Complete Your Company Listing Information</b> Stand out from your competition by uploading your company logo and information about your products & services in your <a href="#">Exhibitor Dashboard</a> . This free tool is imperative to driving new business to your booth and increasing potential sales leads. <b>Plus: A fully updated profile can drive 2-3x more business to your booth!</b>	ASAP	
 <b>Book Hotel &amp; Travel</b> 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. <a href="#">Click here</a> for rates and availability.	ASAP	
 <b>Register Booth Staff – NOW AVAILABLE!</b> Save time onsite by <a href="#">clicking here</a> and registering your staff before the Show. Please keep in mind each booth is only allocated a certain amount of complimentary exhibitor badges.	ASAP	
 <b>Review Exhibitor Manual</b> The <a href="#">Exhibitor Manual</a> 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	
 <b>Order Booth Furnishings</b> Tables, chairs, and carpeting are offered at discounted rates through Freeman. <a href="#">Click here</a> to access our Exhibitor Manual for easy online ordering. Additional Freeman account is required.	February 28	
 <b>Order Booth Electricity</b> <a href="#">Click here</a> to order electricity for your booth. 500 Watt, 5AMP lines start at \$101.00 if you order before the discount deadline.	March 2	
 <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 Venetian Expo <a href="#">here</a> .	March 2	
 <b>Calculate your Material Handling</b> ISC West started utilizing a new simplified material handling model in 2021. There is now only one rate for all receiving methods (warehouse or show site). Material Handling will be calculated at \$1.21 per pound and there will no longer be any weight minimums. Any packages under 10 lbs will be free of charge. <a href="#">Click here</a> for more information.	Warehouse: Feb 17 - March 15  Showsite: March 19	
 <b>Utilize the Customer Invitation Program – NOW AVAILABLE!</b> <a href="#">Invite your top clients and prospects to the show for free</a> (savings up to \$150!). This complimentary marketing service is free for you to use and allows them complimentary access to the show floor.	ASAP	

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

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