



2024 EXHIBITOR CHECKLIST

PREMIER SPONSOR



IN PARTNERSHIP WITH:



SIA EDUCATION@ISC: November 19-21

EXHIBIT HALL: November 20-21 | JAVITS CENTER, NYC

	ACTION	DEADLINE	COMPLETED
	<p>Register Booth Staff</p> <p>The main contact for your company handles booth staff registration. Check your email for the registration link and access code. Need help? Contact your Customer Success Coordinator.</p>	ASAP	
	<p>Optimize Your Company Listing</p> <p>Log in to the Exhibitor Hub to update your company listing. Review current info, select top product categories you offer, and complete your profile to boost visibility and drive new business.</p>	ASAP	
	<p>Utilize the Customer Invitation Program</p> <p>Invite top clients and prospects to the Show for free (a savings up to \$150!) with the complimentary Customer Invitation Program. with the Customer Invitation Program. If you didn't receive your unique link, contact your Customer Success Coordinator.</p>	ASAP	
	<p>Book Hotel & Travel</p> <p>Hotels fill up quickly, so be sure to take advantage of our discounted hotel rates by booking with our official housing partner, Connections Housing. Click here to learn more about rates and availability.</p>	Monday, October 21	
	<p>Review Exhibitor Manual</p> <p>The Exhibitor Manual offers a complete A-Z guide to everything you need for ISC East including electrical, internet, catering, shipping info, and more. Order early and save up to 30%!</p>	ASAP	
	<p>Order Booth Furnishings</p> <p>Tables, chairs, and carpeting are offered at discounted rates through Freeman. Access our Exhibitor Manual for easy online ordering. A Freeman account is required. Order by the discounted deadline and save!</p>	Monday, November 11	
	<p>Order Booth Electricity</p> <p>Click here to order electricity for your booth. A Javits Center account is required. View the Javits Service Catalog for pricing information.</p>	Monday, November 11	
	<p>Order Telecommunications</p> <p>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 here. A Javits Center account is required.</p>	Monday, November 11	
	<p>Calculate your Material Handling</p> <p>Estimate the material handling costs to accurately budget for ISC East. Click here to learn more about rates.</p> <p><i>*Any shipment 10 lbs. and under will be free of charge.</i></p>	<p>Warehouse: Between Oct. 21 - Nov. 11</p> <p>Showsite: Starting Nov. 18</p>	
	<p>Set Up Lead Retrieval</p> <p>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.</p>	<p>Instructions will be emailed to you before the Show</p>	

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

For Companies Starting With:

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