













## 2022 EXHIBITOR CHECKLIST

SIA EDUCATION@ISC: NOV 15-17  
 EXHIBIT HALL: NOV 16-17  
 JAVITS CENTER, NYC

ACTION	DEADLINE	COMPLETED
 <p><b>Update &amp; Complete Your Company Listing Information</b>                      Stand out from your competition by uploading your company logo and information about your products &amp; 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.</p>	<p><b>ASAP</b></p>	
 <p><b>Book Hotel &amp; Travel</b>                      Hotels fill up quickly, so be sure to take advantage of our discounted hotel rates by booking with our official housing partner, Connections Housing. <a href="#">Click here</a> for rates and availability.</p>	<p><b>Monday, October 17</b></p>	
 <p><b>Register Booth Staff</b>                      Register your staff for exhibitor badges through the <a href="#">Exhibitor Dashboard</a>. Log in and click on "Register Your Staff" to get started.</p>	<p><b>COMING SOON</b></p>	
 <p><b>Review Exhibitor Manual</b>                      The <a href="#">Exhibitor Manual</a> offers a complete A-Z guide to everything you need for ISC East including electrical, internet, catering, shipping info, &amp; more! Order early and save up to 30% on your booth!</p>	<p><b>ASAP</b></p>	
 <p><b>Order Booth Furnishings</b>                      Tables, chairs, and carpeting are offered at discounted rates through Freeman. Click here to access our <a href="#">Exhibitor Manual</a> for easy online ordering. Additional Freeman account is required.</p>	<p><b>Monday, October 24</b></p>	
 <p><b>Order Booth Electricity</b>  <a href="#">Click here</a> to order electricity for your booth. 500 Watt, 5AMP lines start at \$130 if you order before the discount deadline. Additional Javits Center account is required.</p>	<p><b>Tuesday, November 1</b></p>	
 <p><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 Javits Center <a href="#">here</a>. Additional Javits Center account is required.</p>	<p><b>Tuesday, November 1</b></p>	
 <p><b>Calculate your Material Handling</b>                      This year ISC East will be utilizing a simplified material handling model. There is only one rate for all receiving methods (warehouse or show site). Material Handling will be calculated at \$1.92 per pound and there will no longer be any minimums. Any packages under 10 lbs will be free of charge.</p>	<p><b>Warehouse:</b>                      Between                      Oct. 17 - Nov. 7  <b>Showsite:</b>                      Starting Nov. 14</p>	
 <p><b>Utilize the Customer Invitation Program</b>                      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.</p>	<p><b>COMING SOON</b></p>	
 <p><b>Set Up Lead Retrieval</b>                      Easily collect, qualify, &amp; download the contact details of the customers you meet at ISC East with the Emperia Smart App—unlimited access is included in your booth package.</p>	<p><b>Instructions will be emailed to you before the Show</b></p>	

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

For Companies Starting With:

#'s, A-C  
 Leah Jarvis  
 (203) 970-9287  
 leah.jarvis@rxglobal.com

D-H  
 Mark Secelle Punay  
 (203) 840-5458  
 MarkSecelle.Punay@rxglobal.com

I-O  
 Angela Valencia  
 (203) 840-5849  
 angela.valencia@rxglobal.com

P-S  
 Maria Almonte  
 (203) 840-5934  
 mariaterisa.almonte@rxglobal.com

T-Z  
 Glaiza Sabando  
 (203) 840-5585  
 sabando.glaiza@rxglobal.com