













2022 EXHIBITOR CHECKLIST

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

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>	<p>ASAP</p>	
 <p>Book Hotel & Travel 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 for rates and availability.</p>	<p>Monday, October 17</p>	
 <p>Register Booth Staff Register your staff for exhibitor badges here.</p>	<p>ASAP</p>	
 <p>Review Exhibitor Manual The Exhibitor Manual offers a complete A-Z guide to everything you need for ISC East including electrical, internet, catering, shipping info, & more! Order early and save up to 30% on your booth!</p>	<p>ASAP</p>	
 <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>	<p>Monday, October 24</p>	
 <p>Order Booth Electricity Click here 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>Tuesday, November 1</p>	
 <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 Javits Center here. Additional Javits Center account is required.</p>	<p>Tuesday, November 1</p>	
 <p>Calculate your Material Handling 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>Warehouse: Between Oct. 17 - Nov. 7 Showsite: Starting Nov. 14</p>	
 <p>Utilize the Customer Invitation Program 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>ASAP</p>	
 <p>Set Up Lead Retrieval Easily collect, qualify, & 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>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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