



Checklist & Timeline-Exhibitor Services

Due Date	Services	Provided by	Phone	Notes/Code	Status	
Sept 4	Lead Retrieval	Xpress Leadpro	800.746.9734	CCWE109 1st Discount Deadline		
Sept 9	Registered Media List	Vollmer	972.488.4790	Complementary Media List		
Sept 18	Exhibitor Appointed Contractor Form	SATCON, HD World & IP Media Expo	203.371.6322	Fax forms to 203.371.8894		
	Certificate of Insurance			Email forms to Lou@jdevents.com		
	Appointed EAC Insurance Form			See online manual for details		
	Hotel	Millennium Broadway	212.768.4400 800.622.5569	Discount Rate Expires Content & Communications World 2009		
Sept 24	Freeman (furniture, labor etc)	Freeman	201.246.2160	Order today and save money Discount Rate Expires		
Sept 29	Jacob Javits Center CC Authorization Form Food & Beverage Booth Cleaning Telecommunications Internet/Data Services Truss/Lighting Services Electrical	Jacob Javits Center	1.877.452.8487			
Oct 1	Shipping (Advanced Warehouse)	Freeman	201.246.2160	Freeman needs your shipment by today!		
Oct 2	Lead Retrieval	Xpress Leadpro	800.746.9734	CCWE109 2nd Discount Deadline		
At Show	Oct 9	Direct Shipments Accepted at Jacob Javits Center	Freeman			
		Primary Exhibit Services Available Setup Hours: 8AM-4:30PM	Freeman Jacob Javits Center		Located in the Exhibitor Services Center	
	Oct 12	Advance Warehouse-Delivered	Freeman		Freight will be excepted and off loaded beginning at 1:30 P.M.	
	Oct 13	All Exhibit Services Available Setup Hours: 8AM-4:30PM	Freeman CDS-Lead Retrieval Jacob Javits Center		Located in the Exhibitor Services Center	
	Oct 14	Exhibit Hall Hours: 10AM-6:00PM				
	Oct 15	Exhibit Hall Hours: 10AM-5:00PM				
		All Exhibit Services Available Move out 5:00-9:00PM	Freeman CDS-Lead Retrieval Jacob Javits		Carpet needs to be picked up before crates are returned. First crate t/b returned at ~7:00PM	
Oct 16	Primary Exhibit Services Available Move out 8-10AM	Freeman Jacob Javits		Plan accordingly as this is straight-time		