

SATCON, HD World or IP Media Expo-FAQ's

- 1) **Questions?**
The entire SATCON, HD World & IP Media Expo team is working hard to make this show a great success. Please contact Lou Mancini or Allison Tregger (203-371-6322, Lou@jdevents.com or Allison@jdevents.com) with any questions you might have.

- 2) **I am an exhibitor; do I need a Certificate of Insurance?**
Yes, all exhibitors are required to have insurance. For more information see the General Information link on the Exhibitor Services page at www.hdworldshow.com/exhibitorresourcecenter.asp

- 3) **Help!!!! This is my first trade show what do I need to know?**
There are many resources available to you to make this as easy as possible. The best place to start is the Exhibitor Services Center (www.hdworldshow.com/exhibitorresourcecenter.asp) Here you should read "The FACTS" and "General Information". Also, take a look at the "Tips for First Time Exhibitors" provided by Freeman. After that feel free to contact show management or Freeman with any questions you may have. We are here for you.

- 4) **I am making plans for staff travel out of New York. When can my booth personnel expect to get their crates back on 'teardown' Thursday, October 15?**
Show management expects the first crates to be returned to the floor around 7:00PM. Remember the carpet and miscellaneous furniture needs to be removed first. The last crate should be delivered around 9PM. It is highly recommended that if you have a detailed booth, you leave either on a late flight Thursday, October 15 or Friday, October 16.

- 5) **I noticed I need my booth number to place orders etc, where can I find this?**
Visit our website to see the list of the 2009 exhibitors: www.ccwexpo.com/exhibitors.asp

- 6) **What does my Exhibitor Badge give me access to?**
As a registered exhibitor, all personnel can attend presentation theater sessions, sponsored forums, keynotes, & exhibit floor receptions.

- 7) **What comes standard with my booth?**
Each booth comes with listing and logo on the website and in the printed event guide , 5-Exhibitor Personnel Registrations, standard drapery (3ft high side drape and 8ft high back drape, company id sign (7" x 44") and exhibit hall security.

- 8) **What are a few things I need to bring or order for my booth?**
Carpet, electricity, internet, signage, promotional material/business cards, etc.
- 9) **What do I do if I need to update my company information (description on the web, logo, exhibitor contact, etc?)**
Send updated info to Allison@jdevents.com
- 10) **Is there an advantage to Advanced Warehouse vs. Direct Shipping to Javits Convention Center?**
*Show management recommends using Advanced Warehouse shipping. This is the most effective method as your freight will be in your booth on the first day of move-in. The unloading of Direct Shipments at the Javits is based upon dock space at JJCC, #of shipper at that moment and size of shipments on a truck, overall efficiencies/inefficiencies and the marshalling yard. Direct shipments do not start to be handled until Friday, October 9 (*Please note: Shipments that arrive on Monday, October 12 will not be handled until 1:30 PM due to the holiday). There are variables beyond your control so delays are often experienced from this shipping method. BE SAFE, SEND YOUR SHIPMENT TO ADVANCED WAREHOUSE!*
- 11) **Wow!!! How can I stay organized for the SATCON, HD World & IP Media Expo?**
Our exhibitor timeline will provide you with deadlines and contact info on all the outside vendors we are using to make your show successful. You can view the timeline at <http://www.jdevents.com/Uploads/CCW2009/2009servicestimeline.pdf>
- 12) **What marketing opportunities do I have to invite my clients and/or prospects?**
Email Joelle Coretti, VP of Marketing, for complete details at joelle@jdevents.com.