



FAQs

1) **Questions?**

The entire CCW team is working hard to make this show a great success. Please contact Lou Mancini or Melissa Harrington (203-371-6322, Lou@jdevents.com or Melissa@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 Manual page at www.ccwexpo.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 Manual (www.ccwexpo.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 14?**

Show management expects the first crates to be returned to the floor around 6:00PM. 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 14 or Friday, October 15.

5) **I noticed I need my booth number to place orders etc, where can I find this?**

Contact Melissa at Melissa@jdevents.com or 203-371-6322 and she will look up your booth number for you.

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?)**
Email Melissa@jdevents.com and she will help you.
- 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 shippers 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 8th for CCW Exhibitors and Monday, October 11th for SATCON Exhibitors (*Please note: Shipments that arrive on Monday, October 11 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 CCW 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/CCW2010/CCW2010_ServiceTimeline.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.