



### Checklist & Timeline-Exhibitor Services

	Due Date	Services	Provided by	Phone	Notes/Code	Status	
Prior to Show	Sept. 2	Lead Retrieval	Xpress Leadpro	800.746.9734	<b>CCWE100</b> Early Bird Discount Deadline		
	Sept. 10	Shipping (Advanced Warehouse)	Freeman	201.299.7575	Now accepting shipments to the Advanced Warehouse.		
	Sept. 13	Registered Media List	Vollmer	972.488.4790	Request Complimentary Media List		
	Sept. 17	Exhibitor Appointed Contractor Form Certificate of Insurance Appointed EAC Insurance Form 400 sq.ft. or more or those with a Peninsula/End Cap booth	CCW	203.371.6322	Fax forms to 203.371.8894 Email forms to Lou@jdevents.com See online manual for details Drawings or rendition due for approval by show mgmt.		
	Sept. 20	Hotel Block Code: Content & Communications World 2010	Millennium Broadway	212.768.4400 800.622.5569	Discount Rate Expires visit, <a href="http://ccwexpo.com/travel.asp">http://ccwexpo.com/travel.asp</a>		
	Sept. 24	Freeman (furniture, labor, etc)	Freeman	201.299.7575	Discount Rate Expires		
	Sept. 28	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 212.216.2090	Advanced Rate Deadline		
	Oct. 1	Shipping (Advanced Warehouse)	Freeman	201.299.7575	Freeman needs your shipment by today!		
	Oct. 1	Lead Retrieval	Xpress Leadpro	800.746.9734	<b>CCWE100</b> 2nd Discount Deadline		
	Oct. 12	Exhibitor Registration - Online	CCW	203.371.6322	Register your booth staff by this date!		
At Show	Oct. 8	CCW Exhibitors (Hall 1B) ONLY: -Direct Shipments Accepted - 1PM -Advance Warehouse Delivered <b>-Setup Hours: 1PM - 4:30PM</b>	Freeman		See Exhibitor Manual for details		
	Oct. 11	Primary Exhibit Services Available CCW Exhibitors (Hall 1B): <b>-Setup Hours: 8AM - 4PM</b> SATCON Exhibitors (Hall 1A): -Direct Shipments Accepted - 1PM -Advance Warehouse Delivered <b>-Setup Hours: 1PM - 4PM</b>	Freeman Jacob Javits Center		Located in the Exhibitor Services  See Exhibitor Manual for details		
	Oct. 12	All Exhibit Services Available Both Halls: <b>-Setup Hours: 8AM - 4:30PM</b>	Freeman CDS-Lead Retrieval Jacob Javits Center		Located in the Exhibitor Services Center		
	Oct. 13	<b>Exhibit Hall Hours: 10AM-6:00PM</b>					
	Oct. 14	<b>Exhibit Hall Hours: 10AM-5:00PM</b>					
	Oct. 14	All Exhibit Services Available <b>Move out 5:00-9:00PM</b>	Freeman CDS-Lead Retrieval Jacob Javits		Carpet needs to be picked up before crates are returned. First crate t/b returned at ~6:00PM Last crate t/b returned at ~9:00PM		
	Oct. 15	Primary Exhibit Services Available <b>Move out 8-10AM</b>	Freeman Jacob Javits		Plan accordingly as this is straight-time		
	<b>Checklist &amp; Timeline - Marketing Opportunities &amp; Exhibitor Solutions Center</b>						
	Due Date	Services	Provided by	Phone	Notes	Status	
Post Show	July 9	Ecourse 1: Planning	<a href="#">CCW -Exhibitor Solutions Center</a>		Complete the course by July 9th and you will be entered in a drawing for 10x10 booth space carpet		
	July 21	Event Scheduler/Planner <a href="http://www.ccwexpo.com/scheduler/exhibitor/login.asp">http://www.ccwexpo.com/scheduler/exhibitor/login.asp</a>	CCW	203.371.6322	Start logging into the Event Planner/Scheduler to update your company profile and connect with attendees prior to the show. Contact: <a href="mailto:Melissa@jdevents.com">Melissa@jdevents.com</a>		
	Sept. 3	Ecourse 3: Lead Management	<a href="#">CCW -Exhibitor Solutions Center</a>		Complete the course by September 3rd and you will be entered in a drawing for Lead Retrieval		
	Sept. 24	Request printed VIP tickets to sent to your customers	CCW	203.371.6322	send request to: <a href="mailto:joelle@jdevents.com">joelle@jdevents.com</a>		
	Oct. 1	Ecourse 4: Measurement	<a href="#">CCW -Exhibitor Solutions Center</a>		Complete this course by October 1st and you will be entered in a drawing for an ROI Calculator		
Oct. 29	Ecourse 5: Lead Management & Measurement	<a href="#">CCW -Exhibitor Solutions Center</a>		Complete this course by October 29th and you will be entered in a drawing for an ROI Calculator			