



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"** document under **"Information from Show Management"** on the online [Exhibitor Services Manual](#).*

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 online [Exhibitor Services Manual](#). There you should read through the documents listed under **"Information from Show Management"**.*

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 13?

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 13 or Friday, October 14.

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

The [Exhibitor List](#) on the CCW website or you can contact Melissa (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 7th at 2:00PM. There are variables beyond your control so delays are often experienced from this shipping method. Also, you need to factor in the cost of direct delivery on Monday, October 10th, Columbus Day, because Holiday overtime rates apply. 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.
- 12) **What marketing opportunities do I have to invite my clients and/or prospects?**
We have developed several **complimentary marketing opportunities** for you to help drive additional traffic to your booth and promote your brand, products and services! Visit the [Marketing Opportunities](#) webpage for more information.