



Checklist & Timeline-Exhibitor Services

Due Date	Services	Provided by	Phone	Notes	Status	
Prior to Show	Sept. 1	Lead Retrieval	Xpress Leadpro	800.746.9734 x 1586 Letitia Clementi	CCWE101 Early Bird Discount Deadline	
	Sept. 7	Shipping (Advanced Warehouse)	Freeman	201.299.7575	Now accepting shipments to the Advanced Warehouse.	
	Sept. 9	Exhibitor Appointed Contractor Form	CCW	203.371.6322	Fax forms to 203.371.8894 Attn: Lou Mancini Email forms to: Lou@jdevents.com	
		Certificate of Insurance				
		Appointed EAC Insurance Form				
		400 sq.ft. or more or those with a Peninsula/End Cap booth				
	Aug. 31	Hotel Block Code: Content & Communications World 2011	Millenium Broadway Hilton Times Square Comfort Inn - Manhattan	212.768.4400 212.840.8222 212.947.0200	Discount Rate Expires visit, http://ccwexpo.com/travel.asp	
	Sept. 23	Freeman (furniture, labor, etc)	Freeman	201.299.7575	Discount Rate Expires	
	Sept. 27	Jacob Javits Center	Jacob Javits Center	877.452.8487 212.216.2090	Advanced Rate Deadline	
		Food & Beverage Booth Cleaning Telecommunications Internet/Data Services Truss/Lighting Services Electrical				
	Sept. 30	Lead Retrieval	Xpress Leadpro	800.746.9734 x 1586 Letitia Clementi	CCWE101 2nd Discount Deadline	
	Oct. 3	Shipping (Advanced Warehouse)	Freeman	201.299.7575	Freeman needs your shipment by today!	
Oct. 6	Exhibitor Registration - Online	CCW	203.371.6322	Register your booth staff by this date!		

	Oct. 7	Advance Warehouse Delivered	Freeman		Freight should be in your booth!	
		Direct Shipments Accepted - starting at 2PM	Freeman			
		Primary Exhibit Services Available	Freeman Jacob Javits Center		Located in the Exhibitor Services Area	
			Setup Hours: 2PM - 4:30PM			
	Oct. 8	Dark Day				
	Oct. 9	Dark Day				
	Oct. 10	Primary Exhibit Services Available	Freeman Jacob Javits Center		Located in the Exhibitor Services Area	
		<i>Holiday - Overtime Rates Apply</i> Setup Hours: 8AM - 4:30PM				
	Oct. 11	All Exhibit Services Available	Freeman Jacob Javits Center CDS-Lead Retrieval		Located in the Exhibitor Services Area	
				Setup Hours: 8AM - 4:30PM		
	Exhibit Hall Hours: 10AM-6:00PM					
	Exhibit Hall Hours: 10AM-5:00PM					
Oct. 13	All Exhibit Services Available	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		
			Move out 5-9:00PM			
Oct. 14	Primary Exhibit Services Available	Freeman Jacob Javits Center		Plan accordingly as this is straight time		
Move out 8-10AM						

Checklist & Timeline - Complimentary Marketing Opportunities

Due Date	Services	Provided by	Phone	Notes	Status	
Prior to Show	July 12	Event Scheduler/Planner	CCW	203.371.6322	Start logging into the Event Planner/Scheduler to update your company description and product categories for the printed Event Guide.	
	Aug. 8	Electronic VIP Expo Tickets	CCW	203.371.6322	Available to forward on to your top clients and prospects.	
	Aug. 1	Event Scheduler/Planner	CCW	203.371.6322	Start connecting with the pre-registered attendees through the Event Scheduler/Planner	
	Sept. 12	Registered Media List now available	Edelman	214.520.3555	Contact Rupa at Edelman PR for a list of registered media attending the show	
	July 29	Conference Invite Program	CCW	203.371.6322	1st Deadline	
	Aug. 19	Conference Invite Program	CCW	203.371.6322	2nd Deadline	
	Aug. 19	Printed VIP Tickets	CCW	203.371.6322	Last day to request printed VIP Expo Tickets	
	Sept. 9	Conference Invite Program	CCW	203.371.6322	3rd Deadline	
	Sept. 9	Booth Happenings and Show Specials	CCW	203.371.6322	Deadline to submit info for the email to pre-registered and prospective attendees	

If you have any questions about any of the items on this checklist contact Melissa (Tradeshows Coordinator) at 203.371.6322 or Melissa@jdevents.com