

Checklist & Timeline - Exhibitor Services & Marketing Opportunities

	Due Date	Services	Provided by	Phone	Notes/Code	Status	
Pre-Show	Aug 1	E-Course 2: Marketing	CETW Exhibitor Solutions Center	203.371.6322	Complete this course by Aug 1 and you will be entered to win an email blast deployed to CET World Pre-Registered Attendees (value \$5,000)		
	Aug 13	E-Course 3: Planning & Marketing	CETW Exhibitor Solutions Center	203.371.6322	Complete this course to review what you learned in from E-Course 1 (Planning) and E-Course 2 (Marketing).		
	Oct 1	Lead Retrieval	Xpress Leadpro	800.746.9734	<i>CETW110</i> 1st Discount Deadline Order online at www.xpressleadpro.com		
		E-Course 4: Lead Management	CETW Exhibitor Solutions Center	203.371.6322	Complete this course by Oct 1 and you will be entered to win a Lead Retrieval unit to use at CETW		
	Oct 8	Exhibitor Appointed Contractor Form	CETW	203.371.6322	Fax forms to 203.371.8894 Att: Lou Email forms to Lou@jdevvents.com See Exhibitor Manual for details		
		Certificate of Insurance					
	Oct 8	400 sq ft Booths and Larger Renditions	Vollmer	972.488.4790	Complementary Media List		
		Registered Media List	Freeman	800.995.3579	Now accepting shipments		
	Oct 13	Shipping (Advanced Warehouse)	Freeman	800.995.3579	Discount Rate Expires visit, http://kioskcom.com/travel.asp		
	Oct 18	Hotel Block Code: KioskCom Self Service Expo & The Digital Signage Show	Millennium Broadway	800.622.5569	Advanced Rate Deadline		
	Oct 26	Jacob Javits Convention Center CC Authorization Form Food & Beverage Booth Cleaning Telecommunications Internet/Data Services Truss/Lighting Services Electrical	Jacob Javits CC	212.216.2090			
	Oct 28	Freeman (furniture, labor etc)	Freeman	201.246.2160	Order today and save money Discount Rate Expires		
	Oct 29	Lead Retrieval	Xpress Leadpro	800.746.9734	<i>CETW 110</i> 2nd Discount Deadline Order online at www.xpressleadpro.com		
	Nov 1	E-Course 5: Measurement	CETW Exhibitor Solutions Center	203.731.6322	Complete this course by Nov 1 and you will be entered to win an ROI Calculator		
Nov 4	Shipping (Advanced Warehouse)	Freeman	800.995.3579	Freeman needs your shipment by today!			
Nov 5	Exhibitor Registration-Online	CETW	203.371.6322				
At Show	Nov 8	Advance Warehouse-Delivered	Freeman		Freight should be in your booth!		
		Direct Shipments Accepted at Jacob Javits Convention Center	Freeman		Starts at 1 PM on a First Come, First Serve Basis..... Avoid Delays-Ship Advanced		
		All Exhibit Services Available Setup Hours: 1:00 - 4:30 PM (All Exhibitors)	Freeman CDS-Lead Retrieval Javits CC		Located in the Exhibitor Services Center		
	Nov 9	All Exhibit Services Available Setup Hours: 8:00 AM - 4:30 PM	Freeman CDS-Lead Retrieval Javits CC		Located in the Exhibitor Services Center		
	Nov 10	Exhibit Hall Hours: 10 AM - 5 PM					
	Nov 11	Exhibit Hall Hours: 10 AM - 4 PM					
Nov 11	All Exhibit Services Available Move out: 4:00-8:00 PM	Freeman CDS-Lead Retrieval Javits CC		Carpet needs to be picked up before crates are returned. First crate t/b returned at ~5:30PM Last crates should be returned by ~8PM			
	All Exhibit Services Available Move out: 8:00 -10:00 AM	Freeman CDS-Lead Retrieval Javits CC		Plan accordingly as this is straight time The ideal time for outside trucking p/u's			
Post Show	Dec 3	E-Course 6: Lead Management & Measurement	CETW Exhibitor Solutions Center	203.371.6322	Complete this course by Nov 3 and you will be entered to win an ROI Calculator		