

Checklist & Timeline - Exhibitor Services

Due Date	Services	Provided by	Phone	Notes/Code	Status
Feb 10	Lead Retrieval	Xpress Leadpro	800.746.9734 x 1586 Letitia Clementi	CETW032 Early Bird Discount Deadline	
Feb 24	Exhibitor Appointed Contractor Form Appointed EAC Insurance Form Certificate of Insurance 400 sq ft Booths and Larger Renditions	CETW	203.371.6322	Fax forms to 203.371.8894 Attn: Lou Mancini Email forms to: Lou@jdevents.com	
Feb 27	Shipping (Advanced Warehouse)	Freeman	714.254.3410	Now accepting shipments to the Advanced Warehouse	
March 5	Hotel Block Code: Customer Engagement Technology World	InterContinental San Francisco	888.811.4273	Discount Rate Expires visit, www.cetworld.com/travel.asp	
March 7	Lead Retrieval	Xpress Leadpro	800.746.9734 x 1586 Letitia Clementi	CETW032 2nd Discount Deadline	
March 9	Moscone Services Telecommunications - Telephone & Internet	Moscone	415.974.4080	Advanced Rate Expires. Order today and save money!	
March 12	Freeman Services Furniture, Carpet, Labor, Transportation, Electrical, etc	Freeman	714.254.3410	Order today and save money! Discount Rate Expires	
March 19	Shipping (Advanced Warehouse)	Freeman	714.254.3410	Freeman needs your shipment by today!	
March 22	Exhibitor Registration-Online	CETW	203.371.6322	Register your booth staff by today	

Prior to Show

March 26	Advance Warehouse Delivered Direct Shipments Accepted -starting at 2:00 PM All Exhibit Services Available Setup Hours: 2:00 - 6:00 PM (All Exhibitors)	Freeman Freeman Freeman Moscone CDS-Lead Retrieval		Freight should be in your booth! Avoid delays - ship advanced! Located at the Exhibitor Services Desk	
March 27	All Exhibit Services Available Setup Hours: 8:00 AM - 4:30 PM	Freeman Moscone CDS-Lead Retrieval		Located at the Exhibitor Services Desk	
March 28	Exhibit Hall Hours: 10:30 AM - 5 PM				
March 29	Exhibit Hall Hours: 10:30 AM - 4 PM				
March 29	All Exhibit Services Available Move out: 4:00 - 8:00 PM	Freeman Moscone CDS-Lead Retrieval		Carpet & miscellaneous items need to be picked up before crates are returned. First crate t/b returned at ~5:00PM Last crates should be returned by ~8PM	
March 30	All Exhibit Services Available Move out: 8:00 - 10:00 AM	Freeman Moscone CDS-Lead Retrieval			

At Show

Checklist & Timeline - Complimentary Marketing Opportunities

Due Date	Services	Provided By	Phone	Notes	Status
Jan 6	Complimentary Invite Code	CETW	203.371.6322	Start sending out your company's complimentary invite code. Send it out to prospects and clients so they can visit your booth at the show!	
Jan 13	CETW Mobile App	CETW	203.371.6322	Start getting your Exhibitor Profile on the CETW Mobile App ready for viewing!	
Feb 10	Electronic VIP Tickets	CETW	203.371.6322	VIP Tickets are ready with your company's complimentary invite code. Request your unique ticket by emailing Melissa@jdevents.com .	
Feb 24	Complimentary Invite Code	CETW	203.371.6322	Don't forget to follow up with the prospects and clients that you sent your complimentary invite code to. Are they coming to the show?	
Feb 27	Registered Media List	Edelman	214.520.3555	Contact Rupa at Edelman PR for a list of registered media attending the show	
March 2	Booth Happenings and Show Specials	CETW	203.371.6322	Deadline to submit info for the email to pre-registered and prospective attendees.	
March 16	Electronic VIP Tickets	CETW	203.371.6322	Last chance to request your unique VIP Ticket with your company's complimentary invite code!	

Pre Show

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