



Checklist & Timeline - Exhibitor Services

	Due Date	Services	Provided by	Phone	Notes/Code	Status	
Pre-Show	March 5	Lead Retrieval	Xpress Leadpro	800.746.9734	KIOS040 1st Discount Deadline		
	March 12	Exhibitor Appointed Contractor Form	KioskCom Self Service Expo & The Digital Signage Show	203.371.6322	Fax forms to 203.371.8894 Att: Lou See online manual for details Email forms to Lou@jdevents.com		
		Certificate of Insurance					
		400 sq ft Booths and Larger Renditions					
			Hotel	Mandalay Bay Hotel Luxor	877-632-7800 702-262-4444	Discount Rate Expires March 12 Use code: Kioskcom & Digital Signage Show	
	March 24	Mandalay Bay Convention Center CC Authorization Form Food & Beverage Booth Cleaning Telecommunications Internet/Data Services Truss/Lighting Services Electrical	Mandalay Bay CC	702.322.3000	Mandalay Bay Convention Center Services Password to order electrical: 040029MB		
	March 29	Freeman (furniture, labor etc) (totalflex, fabric solutions)	Freeman	702.407.4696	Order today and save money Discount Rate Expires		
	April 2	Lead Retrieval	Xpress Leadpro	800.746.9734	KIOS040 2nd Discount Deadline		
	April 5	Shipping (Advanced Warehouse)	Freeman	702.407.4696	Freeman needs your shipment by today!		
	TBD	Audio Visual					
TBD	Exhibitor Registration-Online	KioskCom					

At Show	April 12	Advance Warehouse-Delivered	Freeman		Freight should be in your booth!		
		Direct Shipments Accepted at Mandalay Bay Convention Center	Freeman		Direct Shipments Are Off Loaded Starting @ 1PM...Ship Advanced!		
		All Exhibit Services Available Setup Hours: 2:00 PM-4:30PM	Freeman CDS-Lead Retrieval Mandalay Bay		Located in the Exhibitor Services Center on the Rear Of The Exhibit Floor		
	April 13	Advance Warehouse-Delivered	Freeman		Freight should be in your booth!		
		Direct Shipments Accepted at Mandalay Bay Convention Center	Freeman		First Come, First Serve Basis..... Avoid Delays-Ship Advanced		
		All Exhibit Services Available Setup Hours: 8:00AM-4:30PM (All Exhibitors)	Freeman CDS-Lead Retrieval Mandalay Bay		Located in the Exhibitor Services Center		
	April 14	Hours: 10AM-5:30PM					
	April 15	Hours: 10AM-4:00PM					
	All Exhibit Services Available Move out 4-8PM	Freeman CDS-Lead Retrieval Mandalay Bay		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			
April 16	All Exhibit Services Available Move out 8-10AM	Freeman CDS-Lead Retrieval Mandalay Bay		Plan accordingly as this is straight-time The ideal time for outside trucking p/u's			

Checklist & Timeline - Marketing Opportunities

	Due Date	Services	Provided by	Phone	Notes/Code	Status
	Feb 2	Event Scheduler	KioskCom & The Digital Signage Show		Log into the Event Scheduler to update your Exhibitor Profile!	
	Feb 19	Review E-Course 1: Pre-Show Planning: Best Practices for Exhibiting by Objectives	Exhibitor Solutions Center		www.kioskcom.com/solutionscenter.asp	
	Feb 25	Review E-Course 2: Pre-Show Marketing: Best Practices in Exhibit Marketing	Exhibitor University		www.kioskcom.com/solutionscenter.asp	
	March 3	Event Scheduler	KioskCom & The Digital Signage Show		Start checking the Event Scheduler Regularly to find attendee prospects and respond to meeting requests	
	March 5	Request Printed VIP tickets to send to your customers	KioskCom & The Digital Signage Show		Review Quick Facts for More Details	
	March 9	Review E-Course 3: Lead Management: Best Practices in Tradwshow Lead Management	Exhibitor University		www.kioskcom.com/solutionscenter.asp	
	March 12	Registered Media List	Vollmer	972.488.4790	Complementary Media List	