



**APR  
9-12  
2019**

Sands Expo | Las Vegas  
www.ISCWest.com



# EXHIBITOR CHECKLIST

	<b>ACTION</b>	<b>DEADLINE</b>	<b>COMPLETED</b>
<b>1</b>	<p><b>Update &amp; Complete your Company Listing Information</b> A complete listing with product images, product categories, show specials, and social media links will ensure great exposure and generate more pre-show leads. Login to the <b>Exhibitor Dashboard</b> and update your company listing today before your listing is pulled for the ISC West Printed Show Directory.</p>	Friday, February 15	
<b>2</b>	<p><b>Book Hotel &amp; Travel</b> Hotels fill up quickly, so be sure to take advantage of our discounted hotel rates by booking with our new travel partner-Connections Housing. <b>Click here</b> for rates and availability.</p>	Monday, February 25	
<b>3</b>	<p><b>Review Exhibitor Manual</b> The <b>Exhibitor Manual</b> offers a complete A-Z guide to everything you need for the ISC West Show including electrical, internet, catering, shipping info &amp; more! <b>Click here</b> to access their website for easy online ordering. Additional Freeman account is required.</p>	Ongoing	
<b>4</b>	<p><b>Order Booth Furnishings</b> Tables, chairs, and carpeting are offered at discounted rates through Freeman. <b>Click Here</b> to access the website for easy online ordering. Additional Freeman account is required.</p>	Monday, March 18	
<b>5</b>	<p><b>Order Booth Electricity</b> <b>Click here</b> to order electricity for your booth. 500 Watt, 5AMP lines start at \$101.00 if you order before the discount deadline.</p>	Wednesday, March 20	
<b>6</b>	<p><b>Order Catering</b> No outside food or drink is permitted on the ISC West Show floor. Catering orders must be ordered through Sands/Venetian, the official caterer of the Sands Expo. <b>Click here</b> for the catering menu &amp; to order.</p>	Wednesday, March 20	
<b>7</b>	<p><b>Order Telecommunications</b> There will be Wi-Fi available for "light business" use. If you need additional internet access, make sure to order a hardline internet connection for your booth from Sands SES <b>here</b>.</p>	Wednesday, March 20	
<b>8</b>	<p><b>Calculate your Material Handling</b> You have 2 shipping options: Ship to the Advanced Warehouse starting at \$107 - (200 pound minimum), or ship to Show Site starting at \$104.25 (200 pound minimum).</p>	<p><b>Warehouse:</b> March 11 - April 2 <b>Showsite:</b> Not before April 6</p>	
<b>9</b>	<p><b>Register Booth Staff</b> Register your staff for exhibitor badges through the <b>Exhibitor Dashboard</b>. Login and click on "Register Your Staff" to get started.</p>	Coming Soon!	
<b>10</b>	<p><b>Utilize the Customer Invitation Program</b> Invite your prospects and top clients to the show for free. This service is free for you to use and allows them complimentary access to the show floor. <b>Click Here</b> for more info.</p>	Ongoing	

**Contact Your Customer Success Manager with any questions or if you need assistance!**