












## STEP-BY-STEP CHECKLIST

Use this Exhibitor Checklist to help you prepare for a successful ICEC USA!

Action	Deadline	Completed
<b>BOOTH NEEDS &amp; LOGISTICS</b>		
 <b>1. Sign Contract</b>	ASAP	<input checked="" type="checkbox"/>
 <b>2. Update &amp; Complete Your Company Information and Product Categories</b> The information you fill out in your <a href="#">Exhibitor Hub</a> will be the first thing attendees see when they visit the Exhibitor Directory on the website. Make sure it is completely filled out to better attract attendees to your profile and drive new business to your booth onsite.	ASAP	<input type="checkbox"/>
 <b>3. Book Travel and Hotel</b> <a href="#">Check out our website</a> for more information on hotel & travel discounts.	12/13/2023	<input type="checkbox"/>
 <b>4. Review Exhibitor Manual</b> The <a href="#">online exhibitor manual</a> contains all of the information, discount deadlines, forms and contacts you need to help you plan for the Show.	Ongoing	<input type="checkbox"/>
 <b>5. Order Booth Furnishings and Additional Booth Needs</b> Review your options for booth furnishings and contact Shepard to order. View the <a href="#">online exhibitor manual</a> for more information and deadlines about other booth needs.	12/19/2023	<input type="checkbox"/>
 <b>6. Order Staff Badges</b> To register you and your staff for Exhibit Hall Only access, you may click the options to either "Upload Multiple Badges" or "Create a Single Badge" in the Exhibitor Hub. <i>*Note: You also have the option to register for badges that include conference sessions.</i>	Ongoing	<input type="checkbox"/>
 <b>7. Move-In Information and Procedures</b> <a href="#">View information</a> regarding shipping, targeted move-in map, quick facts & more.	Ongoing	<input type="checkbox"/>
 <b>8. Health &amp; Safety at the Show</b> <a href="#">Review our website</a> for detailed information about health and safety at ICEC USA.	Ongoing	<input type="checkbox"/>
 <b>9. Download Lead Retrieval</b> <a href="#">Download the Emperia app</a> for free to easily scan and collect leads at the show.	ASAP	<input type="checkbox"/>
<b>MARKET YOUR PRESENCE AT THE SHOW</b>		
 <b>1. Maximize Exposure</b> Add Show Specials, press releases, products, photos and videos and much more to your <a href="#">Exhibitor Hub</a> to increase your exposure prior to the Show.	Ongoing	<input type="checkbox"/>
 <b>2. FREE Customer Invitation Program</b> Increase your booth traffic by communicating your presence to your customers and prospects using your free customer invitations. Not to mention, you'll save them \$50 on admission to the exhibit hall! Be on the lookout for an email with your customized link.	Ongoing	<input type="checkbox"/>

Contact your Customer Success Coordinator with any questions or if you need assistance:

**Mark Punay | Companies: A-L | (203) 840-5458 | [marksecelle.punay@rxglobal.com](mailto:marksecelle.punay@rxglobal.com)**

**Rowena Villar | Companies: M-Z | (203) 840-5962 | [rowena.villar@rxglobal.com](mailto:rowena.villar@rxglobal.com)**