

JIS[®] MARCH

MARCH 22 – 24, 2021

MIAMI BEACH CONVENTION CENTER | MIAMI BEACH, FL

EXHIBITOR SUCCESS CHECKLIST

A step-by-step checklist designed to help prepare for a successful JIS March.

	Action	Discount Deadline	Completed
1	Update & Complete your Company Listing The Exhibitor Dashboard connects you to your most powerful marketing tool: your directory listing. A complete listing with product images, product categories, Show Specials and social media links will ensure great exposure and generate more pre-Show leads. Update your listing by March 5 to have your company info listed in the official JIS March Map Handout.	Map Listing Deadline: March 5	
2	Review the Exhibitor Manual The Exhibitor Manual will give you complete A-Z information about everything Show-related—ordering early will save you up to 30%. Click here to review the information.	Ongoing	
3	Order Booth Furnishings and Telecommunications Order tables, chairs, carpeting and more at a discounted rate through Expo, the official contractor. Click here to access their website for easy online ordering. If you require a dedicated internet or phone line, click here to order one from the Smart City. New Hot Spot option allows up to 30 devices and the ability to customize a splash page.	March 8	
4	Order Booth Electricity Click here to order electricity and lighting for your booth. 500 Watt, 5AMP lines start at \$185.00 if you order before the deadline!	February 26	
5	Showcase Order Save \$50.00 by ordering your showcases from Atlantic Showcases , the official showcase provider.	February 12	
6	Order Custom Hardwall Booth Order a custom Black hardwall booth that includes a showcase and header package or custom white modular booth from Expo by the deadline date. Click here to order a custom hardwall booth.	February 12	
7	Calculate your Material Handling Ship to the Advanced Warehouse starting at \$95.00 (100 lb. minimum). Ship to Show Site starting at \$90.75 (100 lb. minimum).	Warehouse: February 19 - March 15 Show Site: March 21 Only	
8	Update your Konduko Account Konduko is the specialized SMART lead retrieval system that allows attendees to engage with you at your booth without contact. You will receive an email from Konduko prior to the show with your login information. Make sure to update your account so that when attendees tap their badge to your booth's reader, you give them content that showcases your company in the best way possible.	Ongoing	
9	Increase Your Health & Safety at the Show As an exhibitor, consider the options below to help increase Health and Safety of you and others during JIS March (Please note: these options are recommendations not requirements). Rent a plexi barrier from Expo to create a safer space that separates you and your staff from attendees. Rent stanchions or floor decals to designate a one-way entry into your booth or to help promote physical distancing. For a fee, you can get your booth professionally disinfected by Expo by the end of each show day. For even more information, check out Expo's Safety Guidelines .	March 8	
10	Register Booth Staff You can register your staff for exhibitor badges through the Exhibitor Dashboard . Click on the link that reads: Register Your Staff.	Ongoing	
11	Review your Media/Marketing Opportunities Review the online media kit for an in depth overview of all available opportunities to get your brand in front of buyers.	Ongoing	
12	Plan Your Travel Book your hotel: Choose from the large selection of famous, new and luxury hotels in Miami Beach for your stay. Learn more at miamiandbeaches.com for the most up-to-date info. Pre-Book Parking: We're once again partnered with SpotHero, the digital platform that lets you choose your parking space ahead of time, either on the web or on the SpotHero app. Learn more at our Hotel & Travel Page or SpotHero.com . Note: The parking garage is now an available option.	Ongoing	

CONTACT YOUR CUSTOMER SUCCESS MANAGER WITH ANY QUESTIONS OR IF YOU NEED ASSISTANCE!



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