



# Exhibitor Checklist

Designed to help you stay on top of important exhibiting deadlines and assist you in having a seamless exhibiting experience at JCK 2024!

## Getting Started

- |                          |   |   |
|--------------------------|---|---|
| <input type="checkbox"/> | <b>Review the 2024 Exhibitor Manual</b><br>The exhibitor manual is organized by topic area and provides information on all the show elements, prep information and links that you'll need to set up and run your booth, from booth build, décor, tech, lighting, catering, shipping, and more. <a href="#">Learn more »</a>   | <b>Deadline</b><br>Discount price deadlines end May 6 |
| <input type="checkbox"/> | <b>Booth Builds</b><br>As part of your JCK contract and JCK's visual branding guidelines, all exhibitors are <b>required</b> to rent a booth (wall system) from <a href="#">Freeman</a> OR submit for a <a href="#">custom booth approval</a> .   | April 5 (Custom Build Approval)                       |
| <input type="checkbox"/> | <b>Showcases</b><br>American Fixture is JCK's official provider of showcases. Please see the order form specific to your neighborhood/pavilion. <a href="#">Learn more »</a>  | Discount deadlines ending April 5                     |
| <input type="checkbox"/> | <b>Book Your Hotel &amp; Travel</b><br>JCK offers discounted hotel rooms in our official block both on-site at The Venetian Resort and at other properties on the Strip. The Venetian and Palazzo exhibitor room block is sold out. You can <a href="#">sign up here</a> to be added to the waitlist or book at another property. <a href="#">Learn more and book now »</a>   | ASAP  |
| <input type="checkbox"/> | <b>Register for Badges</b><br>Be on the lookout for Exhibitor Registration to open in early March. Once live, be sure to register your booth staff for JCK with Exhibitor Registration. Exhibitor badges are required for all people who will be attending to your booth during the show.   | Early April   |
| <input type="checkbox"/> | <b>Download the Emperia App to Collect &amp; Store Attendee Leads Easily</b><br>The Emperia app is equipped with a badge scanning tool that enables you to scan buyer badges and save for future reference. Downloading and familiarizing yourself with the app before arriving on-site will save you time and allow you to collect information sooner. Your login details will be available soon via email. <a href="#">Learn more »</a> | ASAP  |

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# Exhibitor Checklist

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## Booth Needs & Logistics

- ☐ **Order Booth Furnishings**  
From booth builds to décor, lighting, electrical, tech, catering and shipping, our Exhibitor Manual has all the deadlines and forms you need to stay on top of your pre and at-show booth orders. Don't miss out on opportunities to save by meeting early order deadlines. [View Freeman Site »](#) Discount price deadlines end May 6
- ☐ **Review Move-In and Shipping Info and Procedures**  
Find out all you need to know about shipping product and materials to the show, both to warehouse and direct to show. **Please note that move-in is still a shorter timeframe, the same as 2023.** [Learn more »](#) ASAP

## Increase Traffic, Engagement and Visibility at JCK

- ☐ **Update Your Profile on the Exhibitor Hub**  
Update your exhibitor listing with your most up-to-date information and product categories that you offer. Include press releases, events, and guest appearances to show attendees and the media what you're planning. By updating and completing your profile ONCE your information will be included on the website, in the show guide, pocket planner on the mobile app, and more. [Go to Exhibitor Hub »](#) February 8
- ☐ **Get Eyes on Your Newest Products**  
Attendees are looking for NEW products at the show. We created the New Product Preview Lookbook, a digital guide that contains everything that is being launched at the show. Submit images of your new products for our Lookbook so the attendees can easily find you! [Submit here »](#) April 26
- ☐ **Invite Your Customers**  
Increase your booth traffic by sharing your booth presence with your customers and prospects. [Coming Soon »](#) Pre-Show
- ☐ **Press & Media Opportunities**  
View the [PR How-To Guide](#) for tips to make your booth and brand press-ready at JCK. Also, check out our Media Kit for enhanced exposure in the show's digital and print directories, Product Spotlights and other premier show marketing and advertising. [Learn more »](#) ASAP  
**Expert Advice:** Start tagging @jckevents in your social posts for broader industry exposure leading up to, and at the show for extra audience exposure.

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Exhibitor Success Team:

Find your Customer Success Coordinator below based on Show Floor Neighborhood/Pavilion:

Dedicated Support Contact	Neighborhood/Pavilion
<b>Patrick Caraig</b>	 First Look (A-L)
<b>Nick Gioffre</b>	 Plumb Club
<b>Therese Del Mundo</b>	 Essentials & Tech (A-L)
<b>Leah Jarvis</b>	 GEMS (A-L)
<b>Edelin Denosta</b>	 Currents
<b>Yamile Rios</b>	 Bridal  Lab Grown
<b>Rose Ann Sibal</b>	 Diamond Plaza
<b>Kath Bacamante</b>	 First Look (M-Z)
<b>Raffaella Ferrari</b>	 Italia
<b>Kristina Schneider</b>	 Germany Pavilion
<b>Trupti Domadia</b>	 India Pavilion
<b>Carlos Umana</b>	 Fashion Bridge
<b>Maria Almonte</b>	 Essentials & Tech (M-Z)  Clockwork & Silver Exchange
<b>Rowena Villar</b>	 GEMS (M-Z)
<b>Glaiza Sabando</b>	 Design Collective  Gallery
<b>Joy Esclamado</b>	 Mexico  South Africa Pavilion  Spain Pavilion  Turkiye  UAE  Japan, & Brazil
<b>Eloise Wang</b>	 China
<b>Amy Peng</b>	 Hong Kong Pavilion  Thailand Pavilion

