Cable & Connectivity Industry Forum™ by IWCS

2026 IWCS SUPPLIER EXHIBITION
EXHIBITOR CHECKLIST

The Supplier Exhibition opens Monday, November 2 and closes Tuesday, November 3. Please use this checklist to ensure you are prepared for a successful exhibition.

Exhibitors are responsible for reading through the entirety of the **Exhibitor Service Manual** and adhering to all instructions and regulations included within in it. This includes material handling/shipping, labor, non-official contractors, union regulations and show information.
Reminder: all of this information is also centrally located on the Exhibitor Dashboard at iwcs.org/2026-exhibitor-dashboard.

WHAT IS INCLUDED IN YOUR BOOTH:

Per each 10x10 booth/100 sq ft:

- (1) 6-foot draped table
- (2) Two chairs
- Waste basket
- 3-foot high side drape
- 8-foot high back drape
- Exhibitor identification sign

Carpet and electric are optional - must be ordered if desired.

SUPPLIER EXHIBITION™ HOURS:

Exhibitor Set-up:
- Monday, November 2, 6:00 a.m. – 1:00 p.m.

Exhibit Hours:
- Monday, November 2, 2:00 p.m. – 6:00 p.m.
- Tuesday, November 3, 10:00 a.m. – 2:30 p.m.

***Exhibitor Dismantle:**
- Tuesday, November 3, 2:30 p.m. – 11:00 p.m.

****Exhibitors MAY NOT begin dismantle prior to 2:00 PM.***

CHECKLIST:

GETTING TO IWCS:

☐ Register Booth Staff using the login information provided to you by Eleventh & Gather. All exhibit staff must be registered to access the show floor.

☐ Book your hotel room by October 9 to receive the discounted negotiated rate at the Gaylord Palms, our host hotel. Click **here** to book a room.

GET READY TO EXHIBIT:

☐ Review the Exhibitor Service Manual (**iwcs.org/2026-exhibitor-manual**) in its entirety. Instructions on shipping materials, booth furnishings, labor, fire marshall and show rules and regulations are included in the manual and must be read and adhered to. *IWCS is not responsible for issues arising from not reading or adhering to the Exhibitor Service Manual.*

☐ Prepare your booth shipments:
- Fill out the Inbound & Outbound Shipping forms located on pages 26-32 of the Exhibitor Service Manual and return to Capital Convention Contractors.
- Use the labels provided to ensure your shipment arrives on time and to your booth at IWCS.
  - » Shipments arriving by October 26: Use the **Advanced Shipping Label**
  - » Shipments arriving after October 26 can ***ONLY be received on November 2.*** Use the **Direct to Show Site Label**.
  - » Shipments sent to the advanced warehouse after October 20 or direct to show before October 27 will incur additional charges so please plan accordingly.

☐ Invite current and potential customers and share your participation at IWCS by utilizing the including invitation templates, social media content and more found **here.** You can receive priority booth selection for 2027!

☐ Order carpet and additional furnishings– discounted rates through October 19.
- Your booth does ***NOT*** include carpeting. Carpeting is provided in aisles only.
- Exhibitors must order their own carpeting and any additional furnishings not listed above. Order carpet online **here** or through the **Exhibitor Service Manual** (page 14)
- Need additional furniture or custom signage? Check out the Exhibitor Service Kit for options and ordering information.
- Order carpeting by October 19 for discounted rates. See page 14 of the Exhibitor Service manual.

☐ Order electric and/or cleaning for your booth. Exhibitors are responsible for ordering electrical access for their booth. The Gaylord Palms is the exclusive provider of booth electrical and booth cleaning services. Order electric and/or cleaning **here.**
- Please refer to the Exhibitor Dashboard for instructions and contact information if you have trouble logging in.
- Booths do not include any access to power. All electric/power must be ordered by the exhibitor.
- Email GPExhibits@gaylordhotels.com for help.

☐ Need Signage or Banners for your booth? Deadline to order any signage, banners and associated labor is October 19. See pages 19-24 of the **Exhibitor Service Manual**.

continued...

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GET READY TO EXHIBIT *(CONTINUED)*:

- [ ] Determine who will set up and dismantle your booth onsite:
  - Exhibitors can set up their own booth materials or hire CCC Labor to assemble. Deadline to order labor is October 19, detailed instructions and order form located on pages 21-22 of the **Exhibitor Service Manual** .

- [ ] Click **here** for information about ordering lead retrieval services by Eleventh & Gather. Discount available through October 1.

- [ ] Presenting a Supplier Spotlight? Be sure to have your presentation information up to date and submitted via the **Supplier Spotlight form** provided to the exhibitor primary contact.
  - Submissions not received by Sept 15 are not guaranteed to be included in the event program.
  - Questions regarding your time slot or presentation? Email Michelle Melsop – mmelsop@iwcs.org.

ON-SITE AT IWCS:

- [ ] Pick up your badges at the IWCS registration counter at the Gaylord Palms. Registration will be open from 3:00-6:00 PM on Sunday, Nov. 1 and beginning at 7:30 AM Monday-Wednesday.

- [ ] Exhibitor Set-up: Exhibitors can set up between 6:00 am and 11:30 AM on Monday, November 2.
  - Questions or issues on site? Capital Convention Contractors will have a kiosk located in the back of Exhibit Hall B with a representative to help answer and trouble shoot any issues regarding your shipments, orders, labor, etc.

- [ ] Exhibit! The Supplier Exhibition is open Monday, Nov. 2 from 2:00 – 6:00 PM and Tuesday, Nov. 3 from 10:00 am – 2:30 PM.

- [ ] Enjoy a cocktail and network: Happy Hour is on the show floor from 5:00 – 6:00 PM Monday, November 2. Consider ordering catering for your booth to entice attendees to stop by!

- [ ] Supplier Spotlights: Be sure to arrive at least 5 minutes early to your allotted time slot and check in with your chairperson, Jon Mello. PowerPoints should be submitted online per the instructions provided.

- [ ] Forgot to order Lead Retrieval? Last minute orders can be placed at the IWCS Registration counters.

- [ ] Reserve your booth for IWCS 2027. Be sure to complete the 2027 Exhibitor Application, opening on Monday, November 2 to get your first choice of booth location at IWCS 2027. See details onsite.

END OF SHOW:

- [ ] Exhibitors may begin dismantling at show close, 2:30 PM Tuesday. ***No early tear-down is permitted and will be enforced.***

- [ ] Move-Out Guide is located beginning on page 32 of the Exhibitor Service Manual. Please review in its entirety for instructions on how to manage and ship your booth materials upon show close.
  - Move-out guide includes returning of empty containers, how to package and ship your booth materials based on the carrier you choose.

- [ ] Complete Bill of Lading (BoL) – outbound bills of lading will be provided by CCC at each booth and must be completed by ALL exhibitors and returned to the CCC Service Desk at the back of Hall B. ***Do not leave the bill of lading in your booth!*** Any freight left on the show floor without a completed BoL will result in a service fee equal ½ hour of labor.

- [ ] Shipping of Booth Materials: Exhibitor is responsible for all shipping charges regardless of carrier. Review the move-out guide linked above, also located on page 32 of the **Exhibitor Service Manual** for explicit instructions.
  - The IWCS Official Show Carrier is ABF Freight. CCC will coordinate and facilitate exhibitor shipments using the Official Show Carrier.
  - Exhibitors choosing to use outside carriers are responsible for all scheduling and management of shipment pickup according to the **Exhibitor Service Manual** move-out guide.
  - All outside carriers must check in by 5:30pm on November 4.
  - *Note that FedEx Ground pickups CANNOT be called in the same day as the pickup. You must call the day prior to schedule the pickup.

Prefer a video format of this information?

Click below to watch our Exhibitor Planning Series on YouTube!



Questions? Email Becky Dippel, rdippel@iwcs.org