



Important Deadlines



<input checked="" type="checkbox"/> Begin promoting your participation at MATS	NOW	Exhibitor toolkit
<input type="checkbox"/> Final booth payment	Jan. 1, 2022	Contact: Show Management
<input type="checkbox"/> Order Lead Retrieval	Jan. 21, 2022 (Early Bird Deadline)	Order form: Compusystems
<input type="checkbox"/> Submit floor plan (booths with rigging, overhead signs, etc.)	Jan. 23, 2022	Contact: Genesis Expo
<input type="checkbox"/> Schedule speaking opportunities	Feb. 1, 2022 (As space/time is available)	Speaking Opportunity Form
<input type="checkbox"/> EAC notification (If applicable)	Feb. 22, 2022	EAC form
<input type="checkbox"/> Review advertising & Sponsorship opportunities	Feb. 23, 2022 (Closing Deadline)	MATS Website: promotion
<input type="checkbox"/> Verify Company Listing (Add Logo)	Feb. 23, 2022	Exhibitor Dashboard
<input type="checkbox"/> Submit insurance	Feb. 23, 2022	Insurance Requirements
<input type="checkbox"/> Book hotels & travel	Feb. 24, 2022	Exhibitor hotels
<input type="checkbox"/> Genesis Expo Services (Carpet, furnishings, signage, labor)	Mar. 2, 2022	Genesis - Expo Services
<input type="checkbox"/> Facility Services - KY Expo Center (Drayage, electrical, internet, etc.)	Mar. 3, 2022	KEC - Facility Services



TIP You can click on the underlined text to download the order form or contact vendor. Additional contacts are listed on the last page.



Important Deadlines



- First day freight can arrive at show facility (KEC)** **Mar. 4, 2022** [KEC - Facility Services](#)

- Upload Press kits** **Mar. 6, 2022** [MATS Website: media](#)

- Reserve meeting space/ Submit events for MATS Schedule** **Mar. 10, 2022**
(as space/time is available) [Event Request Form](#)

- Order booth catering** **Mar. 10, 2011** [Catering Menu & Costs](#)

- Invite customers with FREE VIP invite program** **Mar. 14, 2022** [MATS Registration](#)

- Register booth personnel** **Mar. 14, 2022**
(complimentary Deadline) [MATS Registration](#)

- Exhibitor Move-in** **March 20-23, 2022** [Move in schedule](#)



TIP You can click on the underlined text to download the order form or contact vendor. Additional contacts are listed on the last page.



Official Show Contacts



EXHIBIT SPACE

Show Management (EMA)
502.899.3892
chris.blair@truckingshow.com
toby.young@truckingshow.com

SPONSORSHIP/ADVERTISING

Show Management (EMA)
502.899.3894
www.truckingshow.com/promotion
adam.weckman@truckingshow.com

EXHIBITOR PLANNING

Show Management (EMA)
502.899.3892
www.truckingshow.com/exhibitor-planning

BOOTH FURNISHINGS

Genesis Exposition Services
502.266.5101
www.gen-expo.com

SPEAKING OPPORTUNITIES

Show Management (EMA)
502.899.3892
www.truckingshow.com/request-speaking-opportunity

MATERIALS HANDLING (DRAYAGE)

Kentucky Exposition Center
502.367.5321
www.kyexpo.org

CATERING

Levy
502.614.7869
KEC-sales@levyrestaurants.com

HOTELS

Louisville Tourism
800.743.3100
www.mmxreservations.com

INTERNET & PHONE

Kentucky Exposition Center
502.367.5275
www.kyexpo.org/order-services

SHIPPING

TFORCE FREIGHT
(800) 988-9889
tradeshow@tforcefreight.com

MEETING SPACE/EVENTS

Show Management (EMA)
502.899.3892
www.truckingshow.com/event-request



TIP Additional vendors services and contacts can be found on the event website here, www.truckingshow.com/exhibitor-planning