



Important Deadlines



- | | | | |
|-------------------------------------|---|--|---|
| <input checked="" type="checkbox"/> | Promote Your Participation at MATS | Dec 1, 2024 | Exhibitor Toolkit |
| <input type="checkbox"/> | Final Booth Payment | Jan 1, 2025 | MATS Invoice |
| <input type="checkbox"/> | Schedule Speaking Opportunities | Jan 1, 2025
(As space/time is available) | Speaking Opportunity Info |
| <input type="checkbox"/> | Order Lead Retrieval | Jan 24, 2025
(Early Bird Deadline) | Badge Scanner Options & Costs |
| <input type="checkbox"/> | Submit Floor Plan
(Booths with rigging, overhead signs, etc.) | Jan 27, 2025 | Contact: MATS Show Management |
| <input type="checkbox"/> | Review Advertising & Sponsorship Opportunities | Feb 1, 2025
(Closing Deadline Feb 12) | Promote Your Booth |
| <input type="checkbox"/> | Outside Contractor Notification
(If applicable) | Feb 25, 2025 | EAC Form |
| <input type="checkbox"/> | Submit Insurance | Feb 25, 2025 | Insurance Requirements |
| <input type="checkbox"/> | Directory & Sponsor Materials Due | Feb 26, 2025 | Upload Files |
| <input type="checkbox"/> | Verify Company Listing
(Add Logo/URL) | Feb 26, 2025 | Exhibitor Profile
(Click Login, then "Forgot Password/First Time Login") |
| <input type="checkbox"/> | Book Hotels & Travel | Feb 26, 2025 | Exhibitor Hotels |
| <input type="checkbox"/> | Procure Inbound Shipping | Feb 26, 2025 | TForce Freight - Shipping |



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



- | | | |
|---|---|---|
| <input type="checkbox"/> Order Lead Retrieval | Feb 28, 2025
(Discount Deadline) | Badge Scanner Options & Costs |
| <input type="checkbox"/> Genesis Expo Services
(Carpet, furnishings, signage, labor) | Mar 5, 2025 | Genesis - Expo Services |
| <input type="checkbox"/> Facility Services - KY Expo
(Drayage, electrical, internet, etc.) | Mar 6, 2025 | KEC - Facility Services |
| <input type="checkbox"/> First Day Freight Can Arrive On-Site | Mar 7, 2025 | KEC - Material Handling (Drayage) |
| <input type="checkbox"/> Invite Customers With FREE VIP Invite Program | Mar 13, 2025 | VIP Invites |
| <input type="checkbox"/> Upload Press Kits/Videos/Product Showcases | Mar 13, 2025 | Exhibitor Profile
(Click Login, then "Forgot Password/First Time Login") |
| <input type="checkbox"/> Reserve Meeting Space/Submit Events For MATS Schedule | Mar 13, 2025
(As space/time is available) | Event Request Form |
| <input type="checkbox"/> Order Booth Catering | Mar 13, 2025 | Catering Menu & Costs |
| <input type="checkbox"/> Register Booth Personnel | Mar 14, 2025 | Exhibitor Badge Registration |
| <input type="checkbox"/> Exhibitor Move-In | Mar 17-20, 2025 | 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)
502.702.2000
chris.blair@truckingshow.com
toby.young@truckingshow.com

SPONSORSHIP/ADVERTISING

Show Management (EMA)
502.702.2005
www.truckingshow.com/promotion
adam.weckman@truckingshow.com

EXHIBITOR PLANNING

Show Management (EMA)
502.702.2000
www.truckingshow.com/exhibitor-dashboard

BOOTH FURNISHINGS

Genesis Exposition Services
502.266.5101
orders@gen-expo.com

SPEAKING OPPORTUNITIES

Show Management (EMA)
502.702.2001
www.truckingshow.com/call-for-speakers

UTILITIES & FREIGHT HANDLING (DRAYAGE)

Kentucky Exposition Center
502.367.5321
www.kyexpo.org/order-services

CATERING

Levy
812.595.3105
hhall@levyrestaurants.com

HOTELS

Louisville Tourism
800.743.3100
Make a Hotel Reservation

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)
502.702.2001
www.truckingshow.com/event-request



TIP If you have questions contact us,
www.truckingshow.com/contact-us