



Important Deadlines



- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Promote your participation at MATS | Dec. 1, 2022 | Exhibitor toolkit |
| <input type="checkbox"/> Final booth payment | Jan. 1, 2023 | Show Invoice |
| <input type="checkbox"/> Order Lead Retrieval | Jan. 30, 2023
(Early Bird Deadline) | Order form: Compusystems |
| <input type="checkbox"/> Submit floor plan
(booths with rigging, overhead signs, etc.) | Jan. 30, 2023 | Contact: Genesis Expo |
| <input type="checkbox"/> Schedule speaking opportunities | Feb. 1, 2023
(As space/time is available) | Speaking Opportunity Form |
| <input type="checkbox"/> Review Advertising & Sponsorship opportunities | Feb. 23, 2023
(Closing Deadline) | MATS Website: promotion |
| <input type="checkbox"/> Verify Company Listing
(Add Logo/URL) | Feb. 23, 2023 | Exhibitor Profile |
| <input type="checkbox"/> EAC notification
(If applicable) | Feb. 28, 2023 | EAC form |
| <input type="checkbox"/> Submit Insurance | Feb. 28, 2023 | Insurance Requirements |
| <input type="checkbox"/> Book hotels & travel | Feb. 28, 2023 | Exhibitor hotels |
| <input type="checkbox"/> Genesis Expo Services
(Carpet, furnishings, signage, labor) | Mar. 8, 2023 | Genesis - Expo Services |
| <input type="checkbox"/> Facility Services - KY Expo
(Drayage, electrical, internet, etc.) | Mar. 9, 2023 | 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 on-site** **Mar. 10, 2023** [KEC - Facility Services](#)

- Upload Press kits/ Product Info** **Mar. 10, 2023** [Exhibtor Showroom](#)

- Reserve meeting space/ Submit events for MATS Schedule** **Mar. 16, 2023**
(as space/time is available) [Event Request Form](#)

- Order booth catering** **Mar. 16, 2023** [Catering Menu & Costs](#)

- Invite customers with FREE VIP invite program** **Mar. 16, 2023** [VIP Invites](#)

- Register booth personnel** **Mar. 16, 2023**
(complimentary Deadline) [Exhibitor Registration](#)

- Exhibitor Move-in** **March 26-29, 2023** [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)
502.702.2004
www.truckingshow.com/promotion
adam.weckman@truckingshow.com

EXHIBITOR PLANNING

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

BOOTH FURNISHINGS

Genesis Exposition Services
502.266.5101
www.gen-expo.com

SPEAKING OPPORTUNITIES

Show Management (EMA)
502.702.2001
www.truckingshow.com/request-speaking-opportunity

FREIGHT HANDLING (DRAYAGE)

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

CATERING

Levy
502.614.7888
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)
502.702.2001
www.truckingshow.com/event-request



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