



Important Deadlines



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|-------------------------------------|---|--|---|
| <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



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|---|---|---|
| <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 | March 23-26, 2025 | Move-In Schedule |



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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