

Thank you for participating in the ASI Show Orlando 2024 Product Showcase. Here are some details to help you prepare for a great show experience.

Here is a link to the form that needs to be completed for each product being featured:

<https://www.asishow.com/shows/showcase/showcaseproductsform>

**The deadline to have the form completed is 12/12/23.**

**When filling out the form, remember the following:**

- You will need to complete a form for each product you will be showcasing
- We need the contact information for someone on-site in case there are any issues when setting up the Showcase(s)
- The Headline field is limited to 45 characters
- The Product Number should be as it appears in ESP
- The Description field is limited to 100 characters
- If your product display will fill more than 1 cubic foot, there is an additional cost of \$50
- You can ship your Product Showcase item(s) to ASI, send with your booth and bring it to the Product Showcase area by 10am on Education Day, or send it directly to the Advanced Warehouse using the following address. Deliveries will be accepted between 12/4/23 and 12/28/23-the warehouse is closed 12/22/23 and 12/25/23. Deliveries will not be accepted at this address after 12/28/23 so we recommend that you have them delivered by 12/22/23:

Karen Wynne, Show Management  
ASI Show – Product Showcase  
c/o Freeman  
10088 General Dr  
Orlando, FL 32824

If you want to ship your products to ASI, here is the address to ship them to. They must arrive no later than 12/11/23.

Advertising Specialty Institute  
4800 E Street Road  
Trevose, PA 19053  
Attn: Rob Sholette, Orlando Product Showcase Sample

**Products must be tagged with your company name and asi number for proper identification.** If you have any specific instructions or presentation, please have them written out and attached to your product for our display team to reference. You can also email your specific preferences to [productioncoordination@asicentral.com](mailto:productioncoordination@asicentral.com).

- Unless we are using the same product for the Fort Worth 2024 or Chicago 2024 Product Showcases, you will need to pick up your products at the close of the show no later than 3:00pm on 1/5/24 from the Product Showcase area. Products not picked up will not be returned.
- You can include a photo to be featured on the mobile app. You will upload it when completing the form. The photo should be 500 x 500 pixels, jpg format.