

REMINDERS



Monday April 14, 2008	Final date for Sponsorship forms to be received to be listed in the Official Convention Collateral
Monday June 2, 2008	Final date for Souvenir Journal Ad to be submitted
Monday June 9, 2008	Final date to submit Exhibit Space Contract
Friday June 27, 2008	Last day for full refund if booth space is cancelled (less \$75 service fee)
Monday June 30, 2008	Deadline for submitting badge list
Friday July 11, 2008	Deadline to make room reservation direct with the Westin (If block is not sold out)
Monday July 14, 2008	Deadline to make room reservation direct with the Hyatt (If block is not sold out)
Monday August 4, 2008	Exhibitor Meeting at the Indiana Convention Center

- ✓ **BOOTH SPACE** – All booths are sold in dimensions of 10ft. x 10ft. There are new, variable prices for 2008. Please refer to the Exhibitors Contract. An ID sign will be provided with your booth purchase. **Tables, chairs, and other furniture can be purchased through Shepard Exposition Service. A special table, chair and wastebasket package will be available for purchase for only \$100!**
- ✓ **BADGES** - We will issue badges complimentary based on the tiered schedule shown on the Badge List form. **Additional badges and onsite badges will incur a cost of \$20 per badge.** NO EXCEPTIONS! Badge Lists are due by Monday June 30, 2008.
- ✓ **FOOD** – Concessions will be open during move-in, move out and show hours for your convenience.
- ✓ **HOTEL ROOMS** – All exhibitors must make their own reservation directly with the Hotels. Refer to the General Information page regarding reservations telephone numbers.
- ✓ **MARKETING** – You can purchase an ad in the Souvenir Journal, secure a Convention Sponsorship, advertise in the Convention Guide through Event Marketing Consultants or participate in the Give-a-Way program. Be sure to utilize at least one or all methods to maximize your traffic and sales during exhibit hall hours!
- ✓ **TICKETS** - Remember you can always purchase tickets to attend our most popular events:
 - Welcome Reception on Sunday August 3, 2008
 - Award Dinner on Tuesday August 5, 2008
 - Exhibit Hall Luncheon Wednesday August 6, 2008

Utilize the *Ticket Purchase Form* included in this packet.