

Reminders

- Monday March 16, 2009** Date for Sponsorship forms to be received in order to be listed in the Official Convention Registration Book (*sponsorships received after this date will be printed in the On-site Convention Guide*)
- Friday May 1, 2009** Early Bird Souvenir Journal Ad to be submitted
- Monday June 8, 2009** Final date to submit Exhibit Space Contract
- Friday June 19, 2009** Deadline to make room reservation direct with the Detroit Marriott at the Renaissance (*or until room block is full, whichever comes first*)
- Friday June 26, 2009** Last day to request a refund if booth space is cancelled (*less \$75 service fee*)
- Tuesday June 30, 2009** Deadline for submitting badge list
- Friday July 3, 2009** Final date for Souvenir Journal Ad to be submitted
- Monday August 3, 2009** Exhibitor Welcome & Networking Session at the COBO Center

- ✓ **BOOTH SPACE** – All booths are sold in dimensions of 10ft. x 10ft. 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 \$200!
- ✓ **BADGES** - We will issue badges complimentary based on the tiered schedule shown on the Badge List form. **Additional badges and on-site badges will incur a cost of \$25 per badge.** NO EXCEPTIONS! Badge Lists are due by Tuesday June 30, 2009.
- ✓ **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 Hotel Information page regarding reservations telephone number.
- ✓ **MARKETING** – You can purchase an ad in the Souvenir Journal, secure a Convention Sponsorship, advertise in the On-site Convention Guide, provide bag stuffers or participate in the Give-a-Way/Booth Raffle 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 2, 2009
 - Award Dinner on Tuesday August 4, 2009
 - Exhibit Hall Luncheon Wednesday August 5, 2009

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