

## **WOCN WCET 2010**

### **Deadline Dates**

#### **October 1, 2009**

Fifty (50) percent of exhibit booth balance due

#### **February 2, 2010**

Final exhibit booth payment balance due

Applications after this date must include payment in full.

#### **March 30, 2010**

Certificate of Insurance (Requirement of All Exhibitors) due

Affiliate Meeting Space Request Form due

Final Program Exhibitor Directory promotion text due.

Promotional Items (Give-A-Ways) Approval form due

#### **April 30, 2010**

Commitment due, Conference tote bag insert

Commitment due, Conference door drop

#### **May 7, 2010**

Early Bird discount discontinues after this date for lead retrieval

Pre-registered WOCN WCET Joint Conference Direct Mailing List Request Form

#### **May 12, 2010**

In-booth catering: 10% late fee added to orders hereafter.

#### **May 14, 2010**

Exhibitor appointed contractor notification deadline

First day for warehouse deliveries without a surcharge

#### **March 16, 2010 though June 16, 2010**

100% of the full exhibit booth price is retained by the Joint Conference Organizer in the event of a cancelation.

#### **May 19, 2010**

Conference tote bag inserts – shipment due to “Provide LLC”

Joint Conference Door Drop – shipment due to “Provide LLC”

#### **May 24, 2010**

Discount price deadline for all Shepard orders

#### **May 25, 2010**

For Conference pre-registered attendees, your Excel electronic file will be e-mailed

#### **May 28, 2010**

Discount price deadline for in-booth electricity orders

Discount price deadline for Water/Air Order

Discount price deadline for Phone & Internet orders

Closing date for Final Program advertising space reservations.

Contact: Robert Reed, reedmedi@sbcglobal.net, phone: 630-845-1285

#### **June 3, 2010**

Last day for warehouse deliveries without a surcharge

**June 4, 2010**

Late Advance discount discontinues after this date for lead retrieval; on-site rates apply hereafter

Badge orders must be received. See “Badges”.

Optional 50-word description of your exhibit display and products that will be included in the Convention Final Program. Copy exceeding this limit will not be included.

Here’s the process to create your 50-word promotion for the Exhibitor Directory. Go to <https://www.xpressreg.net/register/wocn060/exhibitor/login.asp> ... Create / insert your 50-words in the field... Descriptions greater than fifty words will include the first fifty words ONLY. This promotional text must be inserted by March 30th, 2010.

After the Exhibitor Directory data is inserted, continue to the next step - creating badges for your exhibit booth staff. After adding staff names, changes or deletions to your data can be made through June 11, 2010.

**Friday, June 11, 2010**

“Target” Arrivals – to be determined

First day freight can arrive at show facility no sooner than 1:00 PM

Exhibitor Registration, 1:00 PM

Exhibitor Set Up Begins, 1:00 PM – 5:00 PM

**Saturday, June 12, 2010**

Exhibitor Set Up continues

8:00 AM -5:00 PM

Unneeded packing material must be removed by 2:00 PM

Set Up may continue to 10:00 PM with approval from Exhibition Manage. Most services will not be available after 4:00 PM.

**Sunday, June 13, 2010 7:00 AM – 1:30 PM**

Exhibitor Set Up continues. Earlier access to Exhibit Hall available with approval from Exhibition Manager. Unneeded packing material must be removed by 11:00 AM.

WOCN WCET 2010 Joint Conference - Exhibition Dates: June 13-15, 2010 (Conference Dates: June 12-16, 2010)

Sunday, June 13, 2010, 5:30 p.m. – 8:30 p.m. (17:30-20:30) (Reception with Exhibitors)

Monday, June 14, 2010, 11:30 a.m. – 2:30 p.m. (11:30-14:30) (Lunch with Exhibitors)

Tuesday, June 15, 2010, 11:30 a.m. – 2:00 p.m. (11:30-14:00) (Lunch with Exhibitors)

**Exhibit Program Dismantling**

Tuesday, June 15, 2:00 PM – 10:00 PM

Wednesday, June 16, 8:00 AM – 12 Noon (11:00 AM Freight re-routed if carrier has not checked in by 11:00 AM)

**July 30, 2010**

Post Annual Conference All Attendee - Direct Mailing List Data available to exhibitors and supporters with payment.