

# WPMAEXPO EXHIBITOR CHECKLIST

## September / October

- Book Hotel Reservation **NOW** at The Mirage (<https://www.wpma.com/national-convention/hotel>). Hotel reservations are booked with The Mirage directly. Use the link from our website, or call the Mirage directly at 1-800-627-6667  
**Booking through a third party is at your own risk**
- Email **logo** to WPMA at [kimw@wpma.com](mailto:kimw@wpma.com) - Logo is used on website and convention APP - We can accept the following formats: JPEG, PNG, or PDF
- Email **company description** to [kimw@wpma.com](mailto:kimw@wpma.com) – This is used on the website and convention APP. Limit 250 characters
- Consider sponsoring/advertising opportunities. See the website for more information or contact Jan Roothoff at [janr@wpma.com](mailto:janr@wpma.com) with questions.
- Ensure the booth display conforms to the IAEE Guidelines for Display Rules and Regulations. Get a copy of the guide on our website. ([https://www.wpma.com/pdf/national\\_convention\\_2019/IAEE-Guidelines-for-Display-Rules-and-Regulations.pdf](https://www.wpma.com/pdf/national_convention_2019/IAEE-Guidelines-for-Display-Rules-and-Regulations.pdf))

## November

- Early Bird Room Reservation rate ends **November 16**. Early bird rate is **\$151**. The Mirage has a 72-hour cancellation policy so book now and cancel later if needed.
- Balance of booth fee due **November 30, 2018**
- Consider donating to the silent auction for the WPMA Scholarship Foundation giving greater exposure by having your name displayed throughout the show in the auction (Contact [kathym@wpma.com](mailto:kathym@wpma.com) for details.)

## December

- Watch for exhibitor kit release. You will receive it in an email and it will be available on our website.
- Register booth personnel.** Complimentary registrations use a special link that will be emailed from me at [kimw@wpma.com](mailto:kimw@wpma.com)
- Study Exhibitor Service Kit – order services **NOW** and save money - No table, chairs or electrical services are provided. (booth includes **name sign, drape, complimentary registrations\***, and **carpet** only, please order all other services)
- Submit EAC (Exhibitor Appointed Contractor) information, if needed
- Ensure you have submitted a current **Certificate of Liability Insurance** to WPMA. If you don't have insurance see the exhibitor kit for information about obtaining insurance just for this event

## January 2019

- Advanced shipping available January 18-February 8 to Freeman Warehouse at reduced rates. Ship display and materials (product displays, literature and giveaways). See exhibitor kit for more details
- Price increase for exhibitor services **January 25**

## February 2019

- Last day to pre-register **February 8**
- Last day to submit logo and/or company description **February 8**

### Move-In Day

- Know the move-in schedule. See Schedule of Events at [http://www.wpma.com/national-convention/schedule\\_of\\_events](http://www.wpma.com/national-convention/schedule_of_events)
- Bring a survival kit packed with everyday items such as sticky tape (double-sided), scissors, forms/templates, Velcro strips, plain white cards, felt tip pens, stapler, snacks, drinking **water** - whatever you can think would be useful

### After Show

- Submit booth contract before April 15<sup>th</sup> for the 2020 WPMAEXPO in Las Vegas, February 18-20 for best booth selection