

NIRI

ANNUAL CONFERENCE
JUNE 4-7 • ORLANDO, FL

2017

2017 NIRI Annual Conference Exhibitor/Sponsor Timeline and Deliverables JW Marriott Grande Lakes Orlando, FL June 4-7, 2017

| DATE | Deliverable |
|-----------------------|---|
| Due Now | Exhibitor/Sponsor company description (75 words or less) and logo |
| April 24 | Conference program book ad digital proof due to NIRI for approval** |
| May 1 | Signed Exhibitor Space and Rules Agreements returned to NIRI |
| May 1 | Sponsor registration bag insert digital proof due to NIRI for approval** |
| May 1 | Sponsor signage digital proof due to NIRI for approval** |
| May 1 | Exhibitor prize give booth away list due to NIRI for conference program |
| May 1 | Trivia game card/traffic builder - please provide 2-4 questions and corresponding answers about your company to be included (Voluntary) |
| May 2 | Advance warehouse open for deliveries to Orlando (<i>see enclosed shipping order form and labels</i>) *Deadline for advance delivery May 31 |
| May 3 | Exhibit staff Hotel Reservation Deadline for JW Marriott Grande Lakes |
| May 8 | Exhibit Staff Registration Deadline (<i>send completed forms for paid and complimentary registrations to niriprez@gmail.com for processing</i>) |
| May 15 | GES and Hotel Services Early Bird Order Deadline |
| May 19 | Pre-conference attendee list distribution (<i>via email</i>) |
| June 3 | Direct to show site deliveries accepted starting @ 2 pm *On site deliveries accepted through June 4 until 4:00 pm |
| June 4-7, 2017 | 2017 NIRI Annual Conference |
| June 6 | Exhibitor tear down and load out to be completed by 11:00 pm |
| June 14 | Post-Conference attendee list distribution (<i>via email</i>) |

**** PLEASE NOTE:** For all print-ready and high res files (book ads, registration bag inserts, signage, etc.) please submit in high res 300 dpi or higher PDF format without bleed. Specifications for sponsor signage have been sent directly to sponsor company contacts.

All fulfillment items due to NIRI (except GES and hotel services and orders) please email to niriprez@gmail.com. For any questions about fulfillment items, please email niripd@niri.org.