



Exhibitor Checklist

Due Date	Status	
ASAP	<input type="checkbox"/>	Make Airline Reservations
ASAP	<input type="checkbox"/>	Make Hotel Reservations
ASAP	<input type="checkbox"/>	Register Booth Personnel (Two COMP Badges with Continuing Education)
Upon receipt	<input type="checkbox"/>	Booth Selection Form Due
30 days from the date your commitment form was received.	<input type="checkbox"/>	Final Booth Payment Due
3/15/2013	<input type="checkbox"/>	High Resolution Logo Due for Promotional Materials (.eps and .jpeg file)
4/4/2013	<input type="checkbox"/>	Promotional Video Due (Preferred Date)
4/12/2013	<input type="checkbox"/>	Shipping Materials Quantity Determined (IACP will provide you with the latest attendee numbers.)
4/29/2013	<input type="checkbox"/>	Online Registration Closes
5/1/2013	<input type="checkbox"/>	A/V, Internet & Phone Form (Preferred Due Date)
5/9/2013	<input type="checkbox"/>	Crystal Gateway Marriott Group Rate Deadline
5/23/13	<input type="checkbox"/>	A/V, Internet & Phone Form Due for Regular Pricing
5/27/2013	<input type="checkbox"/>	Onsite Shipments Accepted
6/1/2013	<input type="checkbox"/>	Last Day for Onsite Shipments
6/1/2013	<input type="checkbox"/>	Exhibitor Set-up
6/3/2013	<input type="checkbox"/>	Exhibitor Breakdown
6/3/2013	<input type="checkbox"/>	Exhibitor Evaluation Form Due
6/24/2013	<input type="checkbox"/>	Send Post-Meeting Mailer to Attendees

If you have any questions, please contact Lauren Perez
at 281-933-8400 or lauren@iacprx.org

Preliminary Exhibit Schedule

Please note that these times may change slightly. You will be notified of the final schedule by May 1st.

Exhibit Set-up

Saturday, June 1st : 9:00 a.m. – 3:00 p.m.

Exhibit Hours

Sunday, June 2nd : 7:00 a.m. – 8:00 a.m.
12 noon – 2:00 p.m.

Monday, June 3rd : 8:30 a.m. – 9:30 a.m.
12 noon – 2:00 p.m.

Exhibit Breakdown

Monday, June 3rd : 2:00 p.m.

Shipments

All shipments from vendors must be directed to:

Crystal Gateway Marriott Jefferson Davis Highway

<<**Onsite Representative/Guest Name**>>

1700 Jefferson Davis Highway

Arlington, VA 22202

For: IACP Conference, June 1 – June 4, 2013

Box(es) ____ of ____ (multiple boxes MUST be numbered)

IT IS IMPERATIVE THAT YOU ADDRESS ALL PACKAGES TO YOUR ONSITE REPRESENTATIVE. IACP IS NOT RESPONSIBLE FOR ANY PACKAGES SHIPPED TO OR FROM THE CONFERENCE.

If you have any questions, please contact Lauren Perez
at 281-933-8400 or lauren@iacprx.org