This planning year has certainly flown and we are down to being just a short month until conference! We are very excited about this year's conference and some of the great things we have added! This document includes (LOTS OF) information about times, loading dock usage, pre-shipping of materials, door prize info and Thursday night events! Please look over this information and feel free to reach out if you have any questions or concerns! You may also visit our conference website for more information. I look forward to working with each of you!

- **Booth setup begins at 3pm on Thursday and exhibitors are welcome to set-up and stay, or set-up then return later (there will be security). Check-in is upstairs at the Grand Theatre entrance, at the north end of the Casino and Conference Center. Please see the linked map for your reference.**

- **Loading Dock access will be available between 2 and 4pm on Thursday, May 30th. There are specific instructions for security reasons, so please view the linked instructions.**

- **Attendees will begin pre-registration at 5:30. This has been moved up 30 min. due to evening activities. Attendees will walk directly through the vendor area in order to register. Pre-registration events and exhibitions will be open until 8.**

- **Thursday night activities include a "Make and Take" for pre-conference attendees. This will be held in the Grand Theatre. We would love for vendors to have some type of interactivity (a fun activity, special giveaway, special coupon, etc.) for Thursday night, if you are so inclined.**

- **This year, we have added the use of a conference App and are considering a "Vendor Challenge" that will include attendees taking pics with you or your booth or getting a "digital stamp" of some kind. This is a work in progress, so more information will be shared as the event nears. I also am able to include in the app an "offer" for attendees. If you would like to add an offer (10% off, free lanyard if you visit the booth, etc.), just email me that information, please, and I will include it!**

- **Security will be provided for vendors from 8pm until 6:30am on Friday. Product can be left out or covered, but it is not recommended that you leave any money or expensive personal items.**

- **Registration begins at 6:45am on Friday and breakfast opens at 7. Vendors are welcome to join us for breakfast, prior to 8am. Lunch and dedicated vendor time is scheduled from 12:15-1:30. We typically have plenty at lunch, if you want to grab a sandwich box at the end of that window.**

- **Our closing session begins at 2:45 and is when we draw for all of the door prizes (We will come gather those prizes from vendors during the morning sessions). We allot 45 min for this, but it may not run that long. We had quite a few attendees that wanted to stop back by a booth as they were leaving the conference last year, but many vendors were already gone. If possible, we would love for you to plan to stay until 3:30. If you need to use the Loading dock for loading out, it will be available from 3:30 to 5pm.**

- **Finally, if you need to pre-ship materials, please see the linked document.**

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