

Quick LTEN Conference Checklist

There are so many things to keep track of when planning an event. Here is an easy checklist to help you stay on track for a successful event! Visit the **Exhibitor Toolkit** at www.LTENconference.com for deadlines, links and additional resources.

46th LTEN Annual Conference • June 5-8, 2017 • Gaylord Opryland, Nashville, TN

On-site Lead: _____

Cell: _____

On-site Lead Email: _____

Booth Staffers: _____ Booth #: _____

Important Dates

JANUARY

25 – Pre-Con *Focus* Ad Orders Due

FEBRUARY

3 – Pre-Con *Focus* Ad Art Due

28 – *Focus* Summer Ad Orders Due

MARCH

3 – Program Ad Orders Due

6 – *Focus* Summer Ad Art Due

10 – Exhib Profiles, Logos Due

22 – Program Ad Materials Due

APRIL

28 – **Early Bird Rates End**

MAY

1 – Pre-Conference Attendee List Available for one-time pre-show USPS mailing.

TBA – Advanced Warehouse Shipping Begins

5 – Hotel Discounts End

TBA – Exhibitor Pre-Con Webinar

TBA – Freeman Discounted Rates End

NOTE: Event times are subject to change. Visit www.LTENconference.com often for updated information.

JUNE

2 – Last Day to Register Staff

TBA – Last Day Advance Shipping will be Accepted

TBA – Show Site Shipping

TBA – Exhibitor Move-In. Badge Pick-Up/Set-Up

TBA – Exhibitor Move-Out

24 – Awards *Focus* Ad Orders Due

JULY

15 – Awards *Focus* Ad Art Due

Tasks	Due Date	Date Completed	Costs	Comments
Freeman Booth Services				
Each 10'X10' booth will be set with 8' high white back drape, 3' high white side dividers and a 7"X44" one-line identification sign. The exhibit area is not carpeted; however, aisles will be carpeted in blue.				
<input type="checkbox"/> Audio Visual & Computer Rentals	TBA			
<input type="checkbox"/> Carpet	TBA			
<input type="checkbox"/> Cleaning	TBA			
<input type="checkbox"/> Drayage	TBA			
<input type="checkbox"/> Electrical	TBA			
<input type="checkbox"/> Exhibits & Accessories	TBA			
<input type="checkbox"/> Furniture	TBA			
<input type="checkbox"/> Labor	TBA			
<input type="checkbox"/> Lead Scanners	TBA			
<input type="checkbox"/> Shipping Services	TBA			
<input type="checkbox"/> Signs & Graphics	TBA			
<input type="checkbox"/> Telephone/Internet	TBA			

Event Promotions

Invite your clients and prospective customers to join you. Have them register with **promo code** **VIPGND2017** and they'll save \$100 on their registration.

<input type="checkbox"/>	Send Pre-Show Invite Emails to Your Contact List		
<input type="checkbox"/>	Landing Pages Created		
<input type="checkbox"/>	Social Media Planned & Executed #LTEN2016		
<input type="checkbox"/>	Post Conference Banners/Tiles on Website		
<input type="checkbox"/>	Add LTEN Conference to Website Calendar		
<input type="checkbox"/>	PPC, SEO and Online Ads		
<input type="checkbox"/>	Event Giveaways Ordered		
<input type="checkbox"/>	Press Kits		
<input type="checkbox"/>	Media Outreach		
<input type="checkbox"/>	Mailing List Rental		
<input type="checkbox"/>	Sponsorship Opportunities		
<input type="checkbox"/>	Exhibitor Profile & Logo	3/10/17	
<input type="checkbox"/>	Reserve Program Ad Space	3/3/17	
<input type="checkbox"/>	Program Ad Materials Due	3/22/17	
<input type="checkbox"/>	Return One-Time List Use Agreement to LTEN to Access a Pre-Conf Attendee Mailing List	5/1/17	

Booth Staff

<input type="checkbox"/>	Staff Selected		
<input type="checkbox"/>	Hotel Reservations	5/5/17	
<input type="checkbox"/>	Airfare		
<input type="checkbox"/>	Ground Transportation		
<input type="checkbox"/>	Staff Registration		
<input type="checkbox"/>	Booth Attire		
<input type="checkbox"/>	Training		

Shipping

<input type="checkbox"/>	Carrier Selected		
<input type="checkbox"/>	Shipping Forms Completed		
<input type="checkbox"/>	Pick-up Dates & Details		
<input type="checkbox"/>	Advance Warehouse Shipping	TBA	
<input type="checkbox"/>	Show Site Shipping	TBA	

Collateral and Other Items

<input type="checkbox"/>	Collateral Items Created		
<input type="checkbox"/>	Collateral Items Packed		
<input type="checkbox"/>	Swag Items Packed		

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<input type="checkbox"/> Power Stripes/Extension Cords Packed	
<input type="checkbox"/> Miscellaneous Items Packed	

Post-Event Follow-Up

<input type="checkbox"/> Email Copy Written	
<input type="checkbox"/> Email Scheduled	
<input type="checkbox"/> Leads Qualified	
<input type="checkbox"/> Leads Distributed	
<input type="checkbox"/> Thank You Notes & Followup Notes	

Comments for Next Event

Contact Us

- Registration: Miki St. Clair, info@L-TEN.org
- Exhibit/Sponsorship: Gregg Haunroth, ghaunroth@L-TEN.org
- Exhibition Promotions: Nannette Nolan, nnolan@L-TEN.org
- Conference Program/Workshops: Christine Gaudet, cgaudet@L-TEN.org