

## i2i CONFERENCE – Exhibits December 11 & 12

### EXHIBITOR CHECK LIST

\_\_\_ If you are receiving the logistics email, but not the booth staff, please forward logistics to those individuals so they have these details.

\_\_\_ Please email [Salenna@i2icenter.org](mailto:Salenna@i2icenter.org) to register your 2 exhibit staff. We need names and email addresses for your 2 booth staff by 11/18.

\_\_\_ Please email [Salenna@i2icenter.org](mailto:Salenna@i2icenter.org) with the name and email address of the staff person that will upload information to your exhibitor profile in Whova – if the same as one of the exhibit staff, just let her know which one should be the person to access the profile.

\_\_\_ If you want additional staff at your booth (\$285 PP), please email [jean@i2icenter.org](mailto:jean@i2icenter.org)

\_\_\_ Please be sure to move Whova emails if they are going into your Spam, Clutter or Junk files. We will communicate with you via Whova as well as direct emails.

\_\_\_ Make hotel reservations as needed <https://i2icenter.org/2024-winter-conference-2/hotel-breakfast-parking-airport/>

\_\_\_ If contributing a door prize, please email [jean@i2icenter.org](mailto:jean@i2icenter.org) by **10/30** with the prize information so we can highlight your gift on the prize flyer.

\_\_\_ be sure to bring slips/paper for individuals to sign up for your door prize at your booth (can also use Whova) and something to collect your slips.

\_\_\_ If needed, order electricity for your booth using **the Vendor Electricity Form attached**. Payment to Hollins not i2i.

\_\_\_ To use Benton Expo Services – Hollins Expo, please email [jean@i2icenter.org](mailto:jean@i2icenter.org) and she will forward the Exhibitor Kit and information.

\_\_\_ If shipping directly to Benton, use **Attached Benton Exhibitor Shipment Labels – BE SURE YOUR BOXES DO NOT ARRIVE BEFORE 12/5 OR FEES WILL BE ASSESSED** (Benton policy).

QUESTION? For quickest response, EMAIL [jean@i2icenter.org](mailto:jean@i2icenter.org)/TEXT 919 455-6244. Or call me on my cell. THANK YOU!