

i2i CONFERENCE WINTER CONFERENCE

January 14 & 15

EXHIBITOR CHECK LIST

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

___ Please email Salenna@i2icenter.org to register your 2 exhibit staff members. She will need their names and email addresses.

___ Please email Salenna@i2icenter.org with the name and email address of the staff person that will upload information to your exhibitor profile in Whova. If this individual is also one of the two 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

___ Please be sure to move Whova emails if they are going into your Spam, Clutter or Junk folders. Whova emails will come from event-noreply@whova.io . We will communicate with you via Whova as well as direct emails.

___ Make hotel reservations as needed <https://i2icenter.org/2026-winter-conference-1/hotel-breakfast-parking-airport-2/>

___ If contributing a door prize, please email jean@i2icenter.org by 11/5 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 (Whova can also be used) and something to collect your slips.

___ If you did not order electricity when you signed up to exhibit, use the attached form to order it now.

___ To use Benton Expo Services – Hollins – for your shipping, email jean@i2icenter.org and she will forward the Exhibitor Kit.

___ If shipping directly to Benton, use the attached Benton Exhibitor Shipment Labels – **BE SURE YOUR BOXES DO NOT ARRIVE BEFORE 1/8 OR FEES WILL BE ASSESSED** (Benton policy).

QUESTION? For quickest response, EMAIL jean@i2icenter.org/TEXT 919 455-6244. You call also call me at that number. THANK YOU!