

✓ **2010 Great Lakes Trade Exposition Exhibitor Check List**

Upon Receipt

- Review hotel information and place reservations for overnight accommodations (See “**Section 1**” of this manual).
- Fill out the *Exhibitor Registration Form* with your list of personnel staffing your exhibit booth and return to MNLA for name badges (See “**Section 4**” of this manual).
- Fill out your order for booths rentals/services (See “**Section 2**” of this manual).
- Make arrangements to participate in the Industry Research Auction by reviewing the *Industry Research Auction* form in “**Section 4**” of this manual.
- Place your order for your Sales Lead Retrieval/Sales Tracking Scanning System by filling out the forms in “**Section 4**” of this manual.
- Get your Personalized Billing Stuffers by filling out the *Personalized Billing Stuffers...* form in “**Section 4**” of this manual.
- Order GLTE Registration Coupons for your clients by filling out the *GLTE Registration Coupons...* form in “**Section 4**” section of this manual.

November 6

- Deadline to place advertising in the *Great Lakes Trade Exposition Conference and Trade Show Guide* (See “**Section 4**” of this manual).

November 17

- Last day to be included in the *GLTE Conference and Trade Show Guide* as a GLTE Sponsor. Complete the *GLTE Marketing/Sponsorship Opportunities...* form in “**Section 4**” of this manual and return it to MNLA.

December 18

- Deadline to submit your job openings to be included in the *Job Description Booklet*. Please see the *Post Your Job Openings...* form in “**Section 4**” of this manual.
- Review show rules and other pertinent information with your personnel who actually take part in the sales activity within your exhibit space (See “**Section 3**” of this manual).

December 21

- Deadline to receive advance prices on your booth rental/services order. Fill out the forms in “**Section 2**” of this manual. Fill out the Exhibitor Registration Form to receive badges by mail.

January 4

- Per your assigned scheduled move-in time segment, move-in to the DeVos Place and set-up booth (See “**Section 5**” of this manual). **For your safety, convenience, and to save time, please make sure your materials can be offloaded onto the loading dock by fork lifts from the back of your truck.**

January 5-6

- 2010 Great Lakes Trade Exposition Show Time!