

WIRELESS LEADERSHIP SUMMIT OCTOBER 10-11 2018



Hosted by  Enterprise
Wireless
Alliance

EXHIBITOR CHECK LIST

1



Send your 20 word company listing by **9/10** to elaine.walsh@enterprisewireless.org. Your company will be included in the printed program. Add your logo to both for \$150!

2



Book your hotel at the Grand Hyatt San Antonio by **9/10** at the special \$229 rate.

3



The booth comes with carpeting and you will need to order furniture and electrical. Order furniture and electrical from Freeman Decorating by **9/19** to receive discounted pricing.

4



Pre-register booth personnel by **9/10** so badges are ready for pick-up on **October 10**. Request the exhibitor personnel registration form from **Elaine.Walsh@enterprisewireless.org**.

5



Ship your booth materials directly to the Freeman warehouse and not to the hotel for delivery by **10/2**. We recommend that you pre-book handling with Freeman for your incoming and outgoing freight – no matter what carrier you use – to avoid unnecessary charges. After the show is over on **10/11**, if you did not pre-book outgoing handling with Freeman and if you are using your company account for Fed Ex or UPS and have completed outgoing freight labels, Freeman is still required to move your booth materials to the hotel shipping dock for pick up on **10/12** and they will charge a fee. To avoid the fee for outgoing freight, you must take the items yourself to a Fed Ex or UPS facility on **10/12**.

6



Participate in the Silent Auction on **October 11** by bringing an item to donate (\$100 minimum value) to be bid on during exhibit hours. This is optional, but, last year, this generated a lot of booth traffic for exhibitors that participated. All bid forms will be provided and funds collected for you. Donations benefit the EWA-Joseph B. Vestal Endowed Scholarship at Old Dominion for students pursuing wireless studies.