

**Deliverables due 2 weeks prior to the event:**

Logo

Company Description

Prize/Giveaway – should not be product company sells. Examples are: gift cards, drones, speakers, ear buds, Lego sets, movie night backpack.

Assets for booth – videos, whitepapers, demos, prize, etc.

Staff - When you know who the 2 or 3 reps that will be manning your booth and your session chat, send me their names, emails, and titles and I will get them registered as staff so they can be invited to the call.

**If you are presenting at this event:**

[Session Details](#)

Once we have your assets and get your booth built, we will send out a link for you to view the booth and let us know if you need any changes.