



NANPA EXHIBIT DEADLINES CHECK LIST ✓

- Reserve your booth today!** Booth assignments are based on payment receipt date. Don't delay, send in your payment, Exhibit Contract and Company's Listing & Booth Location Request Form.
- Reserve your Demonstration Session(s). Title, description and session registration form due by **November 19**.
Note: There are a limited number of slots available, so reserve early!
- Purchase your booth before **November 19** and save money! Booths purchased after this date will increase by **\$200** a booth.
- Donate an item to the Silent Auction. Items shipped to the NANPA office need to arrive by **December 15**.
- Make your hotel room reservation by **December 24** to receive the discounted hotel rate of **\$104** single/double. Call the Westin Hotel at (866) 837-4148. You can now book your hotel reservations online by going to the NANPA web site, www.nanpa.org.
- Sign up for NANPA Corporate Membership and take advantage of special discounts and benefits.
- Advertise in the on-site program to maximize your booth's exposure.
- Insert your brochure in the attendees' registration packets.
- Rent the attendees' list (email or mailing label format) to send out your company's message.
- Help promote the meeting to your customers and bring more attendance by contacting the NANPA office for details.

NANPA
10200 West 44th Avenue, Suite 304, Wheat Ridge, CO 80033
Phone: (303) 422-8527 Fax: (303) 422-8894
www.nanpa.org



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