

Exhibitor / Sponsor Checklist

- Start promoting your participation in the event:
- @PackStratEvents, @PackStrat, @GlobalPouch, #GlobalPouch, Packaging Strategies on LinkedIn & Facebook
- After December 2, 2019
- Send us your Social Media information
 - Add "See us at Global Pouch Forum, September 9-11, 2020, Rosemont IL" to your email signatures
 - Event logos available at www.GlobalPouchForum.com
- After December 2, 2019 Review sponsorship and marketing opportunities available at www.GlobalPouchForum.com. Speak with Emily regarding your marketing options.
- Links:* [Sponsorship and Marketing Opportunities](#)
[Global Pouch Forum.com](http://GlobalPouchForum.com)
- July 15, 2020 **Product Showcase Deadline.** If this marketing tool was purchased or is a sponsorship benefit, **email materials** to Ceci Quispe for insertion in an eBlast to attendees plus 10k-15k industry professionals prior to the event. **Specs:** Product photo in .jpg file attachment, product name + 50-word description, including contact info (phone number, website address and/or email address).
- July 15, 2020 **Confirm and/or register your attendees. Register** at www.GlobalPouchForum.com / Registration / Register to Attend - selecting Exhibitor/Sponsor Attendee and using the code provided (on invoice/receipt email) for your complimentary badge(s). **NOTE:** A badge is not automatically provided for the contact person on exhibitor/sponsor agreement. You must register online if attending.
- July 17, 2020 **Deadline to Submit Exhibitor Profile and Logo** (if upgrade was purchased) for the **Global Pouch Forum Workbook**. You will receive an emailed survey requesting this information. Please respond as soon as possible to ensure that your company is included and listed accurately in the profile section of the workbook.
Specs: 50 word description of company products/services plus contact info (name, phone, email)
- July 17, 2020 **Deadline to Provide Artwork for Purchased or Complimentary Ads for the Global Pouch Forum Workbook.**
Specs: 8.5x11 inch with 1/8 inch bleeds, at least 150 dpi for graphics, PDF file format.
- July 17, 2020 **Last chance** to secure ad space, additional listings and purchase logo upgrades for the **Global Pouch Forum Workbook** - contact Emily.
- July 22, 2020 Invite your customers to see you at Global Pouch. Early bird registration rates expire on August 21.
- August 5, 2020 Complete and send the **Exhibitor Services Order Form to the Hyatt Regency no later than August 19th** - see link to the form below. This form must be completed even if you will require no services from hotel, and your shipping information must be included on the order form. Contact Katie Ruggiero - katie.ruggiero@hyatt.com with any questions
- Links:* [Exhibitor Resources](#)
[Exhibitor Services Order Form](#)
- September 4, 2020 **Last day exhibit materials may arrive at hotel. Obtain a shipment tracking number and confirm delivery of materials with your carrier PRIOR TO THE EVENT.**
- September 9, 2020 **Welcome Reception in the Grand Ballroom, 6:00-7:30 PM**
- September 10, 2020 **Conference starts with breakfast at 7:00 AM and sessions begin at 8:30 AM**
Exhibitor Set-Up: 3:30-5:00 pm
Exhibits Open: 5:00 - 7:30 pm
Tear-Down: 7:31 - 9:30 pm
- September 11, 2020 **Breakfast at 7:00 AM; Sessions 8:30 AM; 12:00 Noon Adjourn**

IMPORTANT CONTACT INFORMATION

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