TPAC 2025 Exhibitor Check List

Item	Deadline	Done	
Registration	Now		
First Deposit	At booking		
Second Deposit	11/30/2024		
Logo & Company Description for Web site listing	At booking		
Select Sage 300 and/or Sage 200	At booking		
Marketing - Pre event	Now		
Marketing - Post Event - follow up			
Booth Selection	Jan/Feb		
Booth Logistics - layout, material, shipping	Jan/Feb		
Booth comes equiped with carpet, 6' table, 2 chairs, pipe and drape back and sides, power but not extension cord, WiFi but not hardwired internet.			
Booth Personel, Dress Code - Smart Business			
Air Tickets - arrive BEFORE 1pm opening session and leave after breakfast on Sunday			
Accomodation - Conference Block	Jan/Feb		
Business Partner Prize (optional)	Feb		
Booth Handouts			
Booth Swag			
List of who you specifically want to talk to - Business partners, other exhibitors, Sage - Schedue meetings			
Conference Guide Ad	Jan		
Session description(s) and presenter (Gold 2, Silver 1)	Jan		
Opening 2 minute presentation - PPT slide or movie	Jan		
Opening Session Awards (Gold)	Feb		