



Make the most of
your participation
by observing these

Deadlines & Reminders

All dates are for 2009; watch for further specifics provided by **email** as event nears.

April 1 Advance reg. Prices	Sign up begins for Vendor booth space - \$250 before 7/1; \$275 7/1-8/1 Attendee registration is \$25 until 8/15; price increases to \$35 on 8/16.
ASAP	PLATINUM SPONSORS ONLY – provide your LOGO for inclusion on event Web site, attendee tote bag and program booklet.
July 1	Cost of vendor booth increases to \$275 if space is available.
Mid July	Check your inventory of the promotional items you wish to include in attendees' tote bags. You will need to supply a quantity of at least 400.
Early to mid August	Free workshop for sponsors & vendors on best practices for exhibiting.
August 14	PLATINUM SPONSORS ONLY: Deadline to submit your 25-word company/service/product description for inclusion in program booklet.
August 14	Deadline for submission of Door Prize certificates in order to get your door prize published in the program booklet. (Your company donation announced at the event as the drawing takes place; door prizes must be in the form of a certificate and cannot be a discount.)
August 15	Attendees' admission price goes to \$35 per person.
By August 21	Names of those staffing your booth or attending under your contract (including yourself) must be provided to the Celebration committee. Name badges will be prepared and at the event registration desk so those named will not be asked to pay. Platinum sponsors receive a total of 8 admission tickets, gold sponsors get 4, and vendors get 2.
August 21	Items for inclusion in attendees' tote bags must be delivered (location to come) so they can be placed in the bags.
Night before event: Wednesday, Sept. 9	Attend private cocktail party for sponsors, vendors, CEW committee members, and the Excellent Women honorees.
Day of Event (Sept. 10 at Sandia Resort & Casino) Set-Up & Tear-Down	Set-up for all exhibitors begins at 9 am and must be completed by 2 pm. PLATINUM SPONSORS ONLY – Bring your company's banner in the morning so hotel workers can hang it in the exhibit area. Doors open for attendees at 3 p.m. Event concludes at 6:30 p.m. Please do not begin tear-down until 6:30!
After Event	Begin your follow-ups with valuable contacts made at the Celebration!