



## Annual Business Conference (ABC) Retailer/Wholesaler Timeline – 2016\*

### April

- **Commitment forms DUE: April 15, 2016**
- Attendee registration and housing reservations open
- Email all schedule contacts verifying the information provided on commitment form. This information is given to trading partners. Scheduling contacts must verify usernames and passwords

### May

- Send email to schedule contacts with list of participating companies to begin to planning priorities
- Suites assigned and sent to each supplier suite number with a floor plan of suite and map of hotel

### June

- Send out scheduler manual, appointment tracker grid, and current trading partner directory two weeks prior to the opening of online scheduler
- **June 28:** online scheduler link with the instructions sent our 30 minutes prior to the online scheduler opening to block out any times company is unavailable
- **ONLINE SCHEDULER OPEN: June 28, 2016 at 12:00pm EST**

### July

- Chairman's Club schedule open for overflow bookings

### September

- **Registration Deadline: September 2, 2016**
- **Annual Business Conference – September 18-21, 2016 - JW Marriott Chicago, Chicago, IL**

### Continuous

- Send updated trading partner directory if there are any changes/updates as needed
- Emails/Eblasts- registration reminders, appointment reminders

\*Some dates/items may be subject to change

## 2016 SCHEDULE

### **Sunday, September 18th**

2:00 pm – 5:00 pm

**Registration** - *Burnham Ballroom*

5:00 pm – 7:30 pm

**Opening Reception** - *Burnham Ballroom*

### **Monday September 19th**

6:00 am – 7:00 pm

**Registration** - *Burnham Ballroom*

6:00 am – 7:00 pm

**Chairman's Club** - *Burnham Ballroom*

7:00 am – 6:00 pm

**BCS Appointments** - *Individual Suites*

**Tuesday, September 20th**

6:00 am – 7:00 pm

6:00 am – 7:00 pm

7:00 am – 6:00 pm

**Registration** - *Burnham Ballroom*

**Chairman's Club** - *Burnham Ballroom*

**BCS Appointments** - *Individual Suites*

**Wednesday, September 21st**

6:00 am – 3:00 pm

6:00 am – 3:00 pm

7:00 am – 3:00 pm

**Registration** - *Burnham Ballroom*

**Chairman's Club** - *Burnham Ballroom*

**BCS Appointments** - *Individual Suites*