



Annual Business Conference (ABC) Supplier Timeline – 2016*

April

- **Commitment forms DUE: April 15, 2016**
- Attendee registration and housing reservations open
- Invoices sent to all executive and schedule contacts for suppliers. Payment by check or wire transfer is required (credit cards not accepted) **DUE DATE: July 29, 2016**
- 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
- Suite information packet with ordering instructions for F&B, A/V, shipping, etc. sent to all suppliers
- Sponsorship prospectus sent to previous sponsors first for right of first refusal. After 2 weeks, sent to all the supplier contacts

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

- **Supplier invoices DUE: July 29, 2016**
- **ALL completed suite packets and orders are due to the JW Marriott Chicago: July 29, 2016**
- Chairman's Club schedule open for overflow bookings
- Send updated logos for conference signage and directory

September

- **Registration Deadline: September 2, 2016**
- Communicate arrival date and times for suite set ups and provide tracking numbers to assist the hotel with the delivery of all the supplier product
- Shipment of product start arriving at JW Marriott on September 14, 2016 (NOT BEFORE) using the shipping instructions provided in the packet
- **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

Wednesday, September 14th Shipment of product can begin arriving at the JW Marriott

Sunday, September 18th

8:00 am

Keys can be picked up for BCS Suites**

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

Registration - *Burnham Ballroom*

6:00 am – 7:00 pm

Chairman's Club - *Burnham Ballroom*

7:00 am – 6:00 pm

BCS Appointments - *Individual Suites*

Wednesday, September 21st

6:00 am – 3:00 pm

Registration - *Burnham Ballroom*

6:00 am – 3:00 pm

Chairman's Club - *Burnham Ballroom*

7:00 am – 3:00 pm

BCS Appointments - *Individual Suites*

** Some rooms may be available on Saturday so please let FMI know if you require a Saturday move-in