



**A N N U A L
BUSINESS
CONFERENCE
+
DISCOVERY**

Supplier Timeline – 2017*

April

- **Commitment forms DUE: April 21, 2017**
- Registration and Housing Reservations Open: **April 10, 2017**
- Verifying the information provided on commitment form is accurate. This information is given to all Retailers/Wholesalers.

May

- Send email to schedule contacts with list of participating companies to begin to planning priorities
- Business Suites assigned
- Sponsorship prospectus sent to previous sponsors first for right of first refusal. After 2 weeks, sent to all the supplier contacts
- Business Suite Invoices sent; Payment by check or wire transfer is required (credit cards not accepted)

June

- Business Suite information packet with ordering instructions for F&B, A/V, shipping, etc. emailed out
- Scheduler manual, appointment tracker grid, and current trading partner directory email will be sent two weeks prior to the opening of online scheduler
- Scheduling contacts must verify usernames and passwords in order to access online scheduler
- **NEW DATE! ONLINE SCHEDULER OPEN: June 28, 2017 at 12:00pm EST**

July

- **Business Suite Invoices DUE: July 28, 2017**
- Chairman's Club schedule open for overflow bookings
- Send updated logos for conference signage

August

- **ALL completed suite packets and orders are due to the JW Marriott Chicago: August 18, 2017**

September

- **Registration Deadline: September 1, 2017**
- Shipment of product start arriving at JW Marriott on **September 14, 2016** (NOT BEFORE) using the shipping instructions provided in the packet. Provide hotel with tracking numbers to assist.
- **Annual Business Conference – September 17-20, 2017 - JW Marriott Chicago, Chicago, IL**

Continuous

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

Some dates/items may be subject to change