

Planning Tips

- Give copies of all orders, invoices, and paperwork associated with exhibiting and shipping to your onsite exhibit staff.
- Order services by the deadlines shown on the forms to take advantage of discounts (if applicable).
- Maximize your investment by connecting with attendees **before** the Symposium by purchasing an attendee mailing list through INFOCUS. Visit the meeting website to learn more.
- Remember to pack in your shipment scissors, packing tape, and other supplies you may require onsite.
- Carefully review all pieces when delivered to your exhibit table and document any damage; provide the Exhibit Operations Manager with a copy of your damage report (if applicable).

Questions?

Contact Eileen McGill, Exhibits Operations Manager



800-564-4220 (within the U.S.) or 703-631-6200



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