

TPAC 2027 Exhibitor Check List



Item	Deadline	Done	
Registration	Now		
First Deposit	At booking		
Logo & Company Description for Web site listing	At booking		
Marketing - Pre event - TPAC refunds \$1000 for 5 delegate registrations	Now		
Marketing - Post Event - follow up			
Booth Selection	June		
Booth Logistics - layout, material, shipping	Now		
Booth comes equiped with carpet, 6' table, 2 chairs, pipe and drape back and sides, power but not extension cord, WiFi but not hardwired internet.			
Booth Personel, Dress Code - Smart Business	Now		
Air Tickets - arrive BEFORE opening session and leave after 5pm on Tuesday	Now		
Accomodation - Conference Block	Now		
Business Partner Prize (optional)	June		
Booth Handouts	July		
Booth Swag	August		
List of who you specifically want to talk to - Business partners, other exhibitors, Sage - Schedue meetings	June		
Conference Guide Ad	Now		
Session description(s) and presenter (Gold 2, Silver 1)	Now		
Opening 2 minute presentation - PPT slide or movie	Now		
Opening Session Awards (Gold)	Now		