

# E-SCRAP 2015

## SPONSOR AND EXHIBITOR CHECKLIST

	PLATINUM	GOLD	SILVER	EXHIBITOR ONLY
Submit completed and signed contract with payment				
Register sponsor and exhibitor representatives				
Make hotel reservation at Omni Championsgate by calling 407-390-6664 or online				
Secure airline/travel reservations through your preferred agency				
Submit company listing for the conference website and printed program (due ASAP)				
Submit a high-resolution company logo (due ASAP)				
Submit a full-page color advertisement for <i>E-Scrap News</i> , <i>Resource Recycling</i> and the conference program (due 7/31/2015)				
Submit a half-page color advertisement for <i>E-Scrap News</i> and the conference program (due 7/31/2015)				
Submit banner advertisement for <i>E-Scrap News</i> e-newsletter and/or E-Scrap 2015 e-newsletter (due ASAP)				
Select sponsored activity/event (due ASAP)				
Select booth location preferences (due ASAP)				

Print and digital file preparations specifications can be found on the last page of the Sponsor and Exhibitor Opportunities packet. Contact Suzette DuCharme at 503-233-1305 x113 with questions regarding print advertisements.

GES is the official show decorator. The services manual will be available online summer 2015 and includes information on shipping, ordering additional booth furnishings, electrical services, internet and phone services. The exhibit hall is carpeted.

For general questions regarding your sponsorship and/or exhibiting, contact Jef Drawbaugh at [jef@resource-recycling.com](mailto:jef@resource-recycling.com).