



WIRELESS LEADERSHIP SUMMIT

NOVEMBER 7-8, 2023

EXHIBITOR CHECK-LIST

Remember to use **#WLSummit** in your social media promotions!

1



By no later than **September 21**, send a 25 word company description to elaine.walsh@enterprisewireless.org for the printed program.

2



Book your room at the Royal Sonesta Chase Park by **October 14** to get the special discounted rate.

3



Each company receives a 6' draped table and two chairs. Please order monitors, electrical, etc. from Encore with the provided on-line form by **October 31**.

4



Please have your vendor space set up no later than **7am on Tuesday, November 7**.

The Networking Room remains open during General Sessions. Below are the designated exhibit times when you need to be present in the Networking Room.

TUESDAY

November 7	7:30 - 8:30am	Networking breakfast with the EWA board of directors
November 7	3:15 - 3:30pm	Break
November 7	5:30 - 7:30pm	Networking reception

WEDNESDAY

November 8	10:15 - 10:30am	Break
November 8	12:00pm - 1:30pm	Networking lunch
November 8	1:30 - 3:00pm	Networking (exclusive time for vendor visits)
November 8	5:30 - 6:30pm	Reception (tear down right after the reception)

5



Pre-register booth personnel by **10/30** so badges are ready for pick-up starting on **November 6**. To receive a registration form, contact Elaine.Walsh@enterprisewireless.org.

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Get ready to share your story! Being an official vendor means that you also have the opportunity to be in the Lightning Rounds.

You will have 2-3 minutes to give a quick presentation to all attendees during the sessions. Speaking slots will be assigned on **October 30**.

7



Because the Summit is a networking event with table top exhibits, **please limit your exhibit materials** to marketing collateral, a minimal product display and pull-up banners or small pop-up booths (no wider than 6').

Ship your booth materials in advance to Chase Park. There will be a fee to receive those materials upon arrival. Please retain your tracking information.

Address them to:
(Your Name)
Royal Sonesta Chase Park Plaza
Guest of Hotel, Check in (Date of your arrival)
212 Kingshighway Blvd
St. Louis, MO 63108
314.633.3000

8



Participate in the Silent Auction on November 7 and 8 by bringing an item or a photo and description of the item with a minimum \$100 value to be bid on during exhibit hours. You will either hand the item to the winning bidder or be responsible for shipping it to the winner after the event.

Your participation is optional, but it's a great way to generate booth traffic. Items can be promotional items for your business or one of your products. Other popular auction items include travel gear, audio accessories and collectibles. The auction proceeds benefit the EWA-Joseph B. Vestal Endowed Scholarship at Old Dominion for students pursuing wireless studies.