



WIRELESS LEADERSHIP SUMMIT

NOVEMBER 12-13, 2024

EXHIBITOR CHECK-LIST

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

1



By no later than **October 10**, send a 25 word company description to elaine.walsh@enterprisewireless.org for the printed program.

2



Book your room at the Hilton Ft. Worth by **October 21** to get the special discounted rate of \$199 plus tax and local fees.

3



Each company receives a 6' draped table and two chairs. Please order monitors, electrical, etc. from Inspired Solutions through a secure, on-line portal. We will provide the portal separately

4



Set up starts at **noon on Monday, November 12**. Please have your vendor space set up no later than **7am on Tuesday, November 12**.

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

TUESDAY

November 12	7:00 - 8:00am	Networking breakfast with the EWA board of directors
November 12	3:15 - 3:30pm	Break
November 12	5:00 - 7:00pm	Networking reception

WEDNESDAY

November 13	8:00 - 9:00am	Networking breakfast with Summit attendees
November 13	10:15 - 10:30am	Break
November 13	12:00pm - 1:30pm	Networking lunch
November 13	1:30 - 3:00pm	Networking (exclusive time for vendor visits)
November 13	2:30 - 2:45pm	Break
November 13	3:50 - 4:00pm	Break
November 13	5:15 - 7:00pm	Reception (tear down right after the reception)

5



Pre-register booth personnel by **10/21** so badges are ready for pick-up starting on **November 12**. To receive a registration form, contact Elaine.Walsh@enterprisewireless.org.

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There is still time to benefit from **additional exposure with a Summit Sponsorship**. These start at \$900 and enhance your reputation and your brand with attendees.

[See the opportunities at this link.](#) 

7



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 **November 1**.

8



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 the Hilton Ft. Worth. There will be a fee to receive those materials upon arrival. Please retain your tracking information.

Address them to:

(Your Name)
Hilton Fort Worth
Guest of Hotel, Check in
(Date of your arrival)
815 Main Street
Ft. Worth, TX 76102
817.870.2100

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Participate in the Silent Auction on November 12 and 13 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.