



WIRELESS LEADERSHIP SUMMIT



Enterprise
Wireless
Alliance



Canadian
Wireless
Alliance

NOVEMBER 12-13, 2025

EXHIBITOR CHECK-LIST

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

1



By no later than **October 24**, send a 25 word company description to elaine.walsh@enterprisewireless.org for the printed program.

2



Book your room at Renaissance Columbus Downtown by **October 24** to get the special discounted rate of \$169 plus tax and local fees.

3



Each company receives a 6' draped table and two chairs. Please order monitors, electrical, etc. from Encore Solutions by **November 4** [at this link](#). 

4



Set up is from **8am - 5pm on Tuesday, November 11**. Your vendor space must be completely set up by **7am on Wednesday, November 12**.

The Exhibit Hall/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.

WEDNESDAY

November 12	7:00 - 8:00am	Networking breakfast with the EWA board of directors
November 12	9 - 9:30am, 2:50 - 3pm	Break
November 12	5:00 - 7:00pm	Networking reception

THURSDAY

November 13	8:00 - 9:00am	Networking breakfast with Summit attendees
November 13	10:40 - 11:00am	Break
November 13	12:00pm - 2:00pm	Lunch in the Exhibit Hall/Networking Room
November 13	4:00 - 4:15pm	Break
November 13	5:00 - 7:00pm	Reception (tear down right after the reception)

5



Pre-register booth personnel by **10/24** so badges are ready for pick-up starting on **November 11**. To receive a registration form, contact Elaine.Walsh@enterprisewireless.org.

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6



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. Send the name and title of your presenter to **elaine@ecomint.com** by **November 4**.

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').

The Renaissance Columbus has limited storage and shipping capacity. Please review the shipping instructions and costs, plus the shipping address on pages 8-9 of the Exhibitor Kit **[at this link.](#)** 

9



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.