

## Symposium Duties - Exhibitors

### September:

Write short reminder blurb for newsletter reminding members about the exhibiting option (selling items/making money) for their group during the symposium

### October:

Review lists of past exhibitors

Start to think of possible groups for contacting online – try to plan on new contacts (check NWRA directory)

### End of November:

Update last year's Exhibitor's Contract online

Contact each exhibitor from previous year by email – remind them of opportunity, see if interested

Start new list and record comments

### December:

Write article for newsletter mentioning that exhibitors make money, advertise their group, and recruit volunteers

### Beginning of January:

Resend out exhibitor information letters by email to all WRNC members listed in directory associated with groups

Resend out exhibitor information letters by email to all exhibitors from last year

### Middle of January:

Make follow-up reminder calls to those who mentioned they were interested in exhibiting; send contract link on website

Update Exhibitor List – make sure each group has sent in contract

Update group contact information – name, title, and addresses for follow-up thank you letters

Send out Exhibitor Information letter with all details about setting up, unloading, parking, etc.

Make sure each group has registered online for all their badges for everyone

### End of January:

Set up tables in exhibitors' area – confirm enough tables for everyone, bulletin boards, and table arrangements met, etc.

Assist groups unloading and setting up on Friday afternoon if possible

Double check Exhibitors List for who comes to set up

Take pictures of exhibitors for newsletter and web site

Check throughout symposium to see how they are doing, how sales are going, etc.; offer to help if needed

Make sure area is cleared out on time; put tables up; realign chairs in that area; assist with loading up if possible

### Beginning of February:

Write thank you letters to each exhibitor group by email

Send list of groups that exhibited for mention in the WRNC website and newsletter with pictures