

SACUBO 2024 Annual Meeting

Business Partner Due Dates & Deadlines



ASAP

- **Logo** – Send in your high-resolution logo in both image (.png) and vector (.eps, .svg, .ai, or .pdf) formats. [Click here to upload your logo](#) or email it to info@sacubo.org
- **Keynote Introduction (D)** – Opportunity to provide 1-2 minutes of live remarks or a prerecorded video and introduce the keynote speaker at the start of the General Session on either Monday or Tuesday. Email info@sacubo.org with your preference of day (Monday or Tuesday) to introduce the keynote speaker.
- **Private Meeting Room (D)** – Access to a private meeting room reserved for your exclusive use on either Monday or Tuesday of the conference. Private meeting rooms can accommodate 20 people. Email info@sacubo.org with which day (Monday or Tuesday) you would like to reserve your room for.

February 1, 2024

- **Sponsored Session (D)(P)(G)** – Present a 60-minute sponsored session on day one of the event (proposals must be submitted and accepted by the committee). [Click here to submit your sponsored session proposal](#)
- **President’s Dinner Invites (D)(P)** – Email the names and email addresses of the individuals who will be attending the President’s Dinner to info@sacubo.org by this date. An email with event details and a link to RSVP will be sent out directly to these individuals.

March 15, 2024

- **Advance Shipping Opens** – First day the Alliance warehouse will begin receiving advance shipments without surcharges. [Login to your Alliance Exhibitor Portal](#) for shipping instructions, shipping labels, material handling information and rates.
- **Advance Order Discount Deadline** – All Alliance orders must be received with payment in full by this date to receive discounted pricing.
- **Payment & Conference Signage Deadline** – Payment in full and a high-resolution logo must be received by this date to be included on conference signage. [Click here to upload your logo](#) or email it to info@sacubo.org.
- **Booth Representatives Due** – [Login to your MapDynamics Exhibitor Portal](#) to add your representatives under the “In The Booth” tab by this date. You will also need to submit a completed registration form for each representative to info@sacubo.org by this date.
- **Exhibitor Profile Completion Deadline** – [Login to your MapDynamics Exhibitor Portal](#) to complete your exhibitor profile with your company details (description, contact email and phone number, website and social media links, etc.). After this date you will no longer be able to make updates and changes to your profile. If you have not received your access link or need assistance with updates, please contact info@sacubo.org.
- **Custom Push Notifications Due (D)** – Email your push notification content to info@sacubo.org by this date. Notifications have a maximum character limit of 150.

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Please note that this is a comprehensive list of due dates for all Business Partner levels and that some of the benefits listed may not be included in your partnership agreement.

(D) Diamond (P) Platinum (G) Gold (S) Silver (B) Bronze (E) Exhibitor

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March 21, 2024

- **Hotel Room Block Deadline** – Be sure to book your hotel room(s) by this date to receive the room block rate. You can find [hotel and room rate information here](#) and [book your room through this link](#).

March 22, 2024

- **Advance Order Deadline – Custom Graphics & Custom Table Throws** – All Alliance custom orders must be received with payment in full by this date to guarantee production of the order for the show. These items will not be available to order after the deadline date.

April 1, 2024

- **Lead Retrieval (D)(P)(G)(S)** – Send the names and email addresses you would like to use for your lead retrieval logins to info@sacubo.org by this date. Lead retrieval includes two (2) logins to the portal. To purchase lead retrieval or additional logins, [login to your MapDynamics Exhibitor Portal](#).

April 8, 2024

- **Advance Shipping Deadline** – Last day for advance shipments to arrive at the Alliance warehouse without surcharges.

April 12, 2024

- **Conference Registrations** – To redeem your complimentary conference registrations, email your completed registration form(s) to info@sacubo.org by this date. Alternatively, you can enter the provided discount code when registering for the event here: [SACUBO 2024 Annual Meeting Registration](#). Please note if registering online you must be logged in to the account of the individual you are registering.

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