



## A Note from Becky

We are off to a great start with our booth registrations! We have already filled 109 of the 151 booths!

Since many of you did not receive the first issue, I have linked a copy of Issue #1 in the right margin. I will continue to link the past issues in the upcoming issues, and will also post them to the [Exhibitor Information Page](#).



Becky Burress  
Exhibit Manager

UCAOA greatly appreciates your participation in this event, and your support of the urgent care industry as a whole. We hope this will be an awesome networking opportunity for you! Please don't hesitate to contact me at [bburress@ucaoa.org](mailto:bburress@ucaoa.org) or 813-239-6429 if you have questions or need anything during your preparations!

## Exhibitor Information Page

All of the current convention information as well as any updates or changes will be found on the [Exhibitor Information Page](#). Please bookmark or save [www.ucaoa.org/exhibitors](http://www.ucaoa.org/exhibitors) to your favorites, and visit frequently!

Any **revisions to documents** in the table will be **noted by a Rev. Date under the link**, so be sure to check the date and make sure you have the latest version! **The Prospectus and the Checklist have been updated recently!**

## Signature Logo

The signature logo is available for you to use in your **emails, newsletters, and any correspondence** to let your clients know that **YOU will be exhibiting with us!** There is a link for the Signature Logo on the [Exhibitor Information Page](#) as well as in the right margin. Please make sure it links to the **UCAOA Convention Information Page**, <http://www.ucaoa.org/convention>.

## Exhibitors as Educators

Something to keep in mind as you prepare for the convention: **Our**

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## Exhibitor Update #1

### Past Issues

Due Date	Done ✓	Task	Page #
<b>February</b>			
16 <sup>th</sup>		Exhibit Hall Guide Reservations begin. <i>(Formerly Exhibitor Marketing Brochure)</i>	3
24 <sup>th</sup>		Artwork Due for Exhibit Hall Guide	
24 <sup>th</sup>		Event/Form contribution deadline (to be included in Exhibit Hall Guide)	3
<b>March</b>			
1 <sup>st</sup>		Deadline for Satellite Event Reservations	3
1 <sup>st</sup>		Deadline for making hotel room reservations	4
15 <sup>th</sup>		Exhibit Hall Guide Posted to Website	3
15 <sup>th</sup>		All advertising/information to be included in conference materials due	3
16 <sup>th</sup>		Exhibit Hall Guide Mailing Date	3
17 <sup>th</sup>		Exhibitor Reg. Late Registration Fee \$50	3
30 <sup>th</sup>		Traffic/Driver Contribution Deadline	3

## Exhibitor Checklist



## Signature Logo

**attendees are there to learn.** They are there to **gain vital knowledge** about the urgent care industry, and they are **looking for information** on products and services to help them as they embark on a new adventure in Urgent Care, or to bring their established clinic up-to-date. Since most of you are **industry leaders** and **experts in your fields**, please take the opportunity to **share your experience and wisdom** with attendees. This is an **incredibly powerful tool** to get those attendees over to your booths! I have always felt the Exhibit Hall was just as valuable a learning experience as the classrooms. **Let's make this the most informative floor yet!**

## Satellite Events - Contribution Opportunities

The **Satellite Event** time slots are filling quickly! The deadline for Satellite Event application is March 1, so don't miss out!

There are plenty of Contribution Opportunities still available. You can purchase these through [ExpoTracker](#). Act now to take advantage of the additional opportunities available to **showcase your products and services** to the attendees.

For more information, visit the [Exhibitor Information Page](#).

## Exhibit Hall Guide

The **Order Form** for the Exhibit Hall Guide will be **available soon**, and so start making plans now for your ad! This is a beautiful, full color **tool that the attendees use to navigate** the Exhibit Hall. Exhibitors are listed by booth, alphabetically, and by products and services. Be sure to check the [Exhibitor Information Page](#) for the order form soon!

## Exhibitor Checklist

Please make sure you download the revised **Exhibitor Checklist**, available on the [Exhibitor Information Webpage](#). Dates from **Shepard Services** have been added. This is a handy tool that will **keep you on track with dates** and to make sure you don't miss **deadlines!**