

2026 SPONSOR AND EXHIBITOR DEADLINES

ITEMS	SPECIFIC ITEMS NEEDED - SEND TO CHRIS@MEETINGPLANNINGFORYOU.COM	DUE DATE	SPONSORSHIP PACKAGE
Complete Booth Set-Up in the Whova App	You'll receive a separate invitation from Whova to set up your booth in the app. Please include your company information so attendees can learn more about your organization.	Tuesday, July 14, 2026	ALL
(2) Presentation Showcases Create and submit two (2) 75-minute presentations.	Info needed for Workshop Presentation Title & Description Speaker Name, Email, & Company Speaker Bio & Photo	Wednesday, July 29, 2026	Awards Luncheon
(1) Presentation Showcases Create and submit one (1) 75-minute presentation.	Info needed for Workshop Presentation Title & Description Speaker Name, Email, & Company Speaker Bio & Photo		Platinum, Diamond, Gold, Silver
Monday night reception with workforce leaders	Marti will send the invitation details a month before the summit. You MUST RSVP for this reception by the due date.	Thursday, August 26, 2026	Awards Luncheon, Platinum, Diamond, Gold, Silver
Company intro & video at the Awards Luncheon - Company introduction & video	Company Video - MUST be 1 minute or less. <i>The format for the videos that is most compatible with computer playback is MP4 (using H.264 codec).</i>	Wednesday, August 19, 2026	Awards Luncheon
The company intro & video at the Opening Session - Company introduction & video			Platinum
The company video at the Opening Session - Company video			Diamond
Logo in the Opening Session and the Awards - Luncheon digital presentation on revolving presentation	High-Res logo - PNG, SVG, JPG, EPS, PDF Only. If you have already sent this after registering your company sponsorship, sending another one is unnecessary.	Wednesday, August 19, 2026	Awards Luncheon, Platinum, Diamond, Gold, Silver
Complimentary registration for ten (10)	You will receive an email for your complimentary attendee registration(s) included with your sponsorship. This email will contain a comp code to use at checkout. <i>*Please note that this is a separate registration from your sponsorship registration.</i>	Thursday, August 13, 2026	Awards Luncheon Platinum
Complimentary registration for eight (8)			Diamond
Complimentary registration for four (4)			Gold
Complimentary registration for two (2)			Silver
Complimentary registration for one (1)			Exhibitor
Workshop Promo - Two (2) workshops <i>Open a Summit workshop with a 5-minute company presentation; distribute materials and receive a list of workshop attendees.</i>	Bring anything you would like included in the workshop that you need for the 5-minute presentation. The workshop you will present at will be provided at least two weeks before the Summit	Day of Workshop	Awards Luncheon Platinum
Workshop Promo - One (1) workshop <i>Open a Summit workshop with a 5-minute company presentation; distribute materials and receive a list of workshop attendees.</i>			Diamond, Gold, & Silver