



UNITE 2017 Exhibitor Checklist

Deadline	Task	Link / Contact	Done
APRIL 2017			
15	Reserve Ad Space in <i>CBA Christian Market</i> – June issue (bonus distribution at UNITE 2017)	Dunn & Dunn ellie@cardunn.com	
25	Send Ad Files for <i>CBA Christian Market</i> – June issue	Production Department, CBA Cbaonline.org/fileupload	
MAY 2017			
10	Submit any additional brand and company listings for <i>UNITE Onsite Program</i>	Dunn & Dunn ellie@cardunn.com	
10	Reserve Ad Space for <i>UNITE Onsite Program</i>	Dunn & Dunn ellie@cardunn.com	
10	Send Ad Files for <i>UNITE Onsite Program</i>	Production Department, CBA Cbaonline.org/fileupload	
10	Submit Booth Happenings for <i>UNITE Onsite Program</i> (Each listing \$25)	Exhibitor Booth Happening Submission Form	
10	Submit your Exclusive Offers for <i>UNITE Onsite Program</i> (Each listing \$25)	Exclusive Offers Submission Form	
12	Reserve New Product Showcase space	Dunn & Dunn ellie@cardunn.com	
12	Reserve Showcase Suites	Dunn & Dunn ellie@cardunn.com	
15	Reserve Ad Space in <i>CBA Christian Market</i> – July issue (Official Convention Issue + bonus distribution)	Dunn & Dunn ellie@cardunn.com	
20	Send Ad Files for <i>CBA Christian Market</i> – July issue	Production Department, CBA Cbaonline.org/fileupload	
20	Request Exhibitor Event locations and set up	Exhibitor Event Request Form	
25	Reserve materials space in Attendee Bags (received by all attendees)	Dunn & Dunn ellie@cardunn.com	
26	Participate as sponsor of Christian Product Trends/Rep Around session	Christian Product Trends Rep Around Sponsorship	
26	Sponsor CBA Film Showcase	Dunn & Dunn ellie@cardunn.com	
29	Note: Advance Warehouse Freight Delivery Opens	Freeman Service Kit	
31	Submit Exhibitor-Appointed Contractor form	Exhibitor-Appointed Contractor Form	
31	Submit request for Booth Variation	Booth Variation Request	
JUNE 2017			
2	Order CBA Exhibitor Mailing List	Mailing Order Form	
4	Order Catering (<i>Online Order Incentive Discount Deadline</i>)	Catering Menu Order Form	
4	Order Electrical / Vacuuming Service (<i>Online Order Incentive Discount Deadline</i>)	Electrical / Vacuuming Ordering Process	
4	Order Telephone/Internet Service (<i>Online Order Incentive Discount Deadline</i>)	Phone / Internet Form	

FOR MORE INFORMATION AND TO ORDER: Dunn & Dunn
 Ellie Dunn (856) 582-0690 ext. 2 / ellie@cardunn.com • Carl Dunn (856) 582-0690 ext. 1 / carl@cardunn.com
 Tammy Horvath (719) 272-3502 / thorvath@cbaonline.org
www.CBAUnite2017.com



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Deadline	Task Due if Applicable	Link or Contact	Done!
5	Secure Freeman Services for discount price	Freeman Service Kit	
7	Deliver Attendee Bag Materials	Attendee Bag Deadlines	
15	Reserve Ad Space in <i>CBA Christian Market</i> – August issue	Production Department, CBA Cbaonline.org/fileupload	
19	Note: Last day advance shipments accepted by Freeman at warehouse	Freeman Service Kit	
21	Order Iacono Audio/Visual for discount rate	Iacono Order Form	
21	Order Floral	Teasley Floral Order Form	
21	Register for Exhibitor Badges	Expo Logic Register Today	
25	Send Ad Files for <i>CBA Christian Market</i> – August issue	Production Department, CBA Cbaonline.org/fileupload	
26	Note: Shipments accepted at Convention Center after 8:00 am (no exhibitor access)	Freeman Service Kit	
26	Exhibitor Setup Begins – 12 p.m. – 6 p.m.		
27	Exhibitor Setup Continues – 8 a.m. – 6 p.m.		
28	Exhibit Floor Open – 8 a.m. – 6:30 p.m. (Soft Close until 7:00 pm)		
29	Exhibit Floor Open – 8 a.m. – 5:30 p.m. (Soft Close until 6:00 pm)		
30	Exhibit Floor Open – 8 a.m. – 12 p.m.		
30	Exhibitor Dismantling Begins – 12:01 p.m.– 10:00 p.m.		
open	Request ExpoLogic Lead Key Retrieval	Lead Key Retrieval Form	

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