



SPONSOR CHECKLIST

Important dates to keep on track!

All Sponsors:

Due Dates

- _____ Submit sponsorship selection form to EEI. Access form at:
http://www.eei.org/meetings/nonav_2008-10-05-cs/esafetylineSponsorSelectionForm.pdf *July 15, 2008*
- _____ Submit complimentary conference registration/exhibit registration for staff who will attend conference. Access form at:
http://www.eei.org/meetings/nonav_2008-10-05-cs/SponsorRegistrationForm.pdf *July 15, 2008*
- _____ Submit company logo in jpg format to Carren Spencer – cspencer@eei.org *July 15, 2008*
- _____ Submit product/service description for inclusion in conference exhibit book *August 29, 2008*

Platinum, Gold, and Silver Sponsors:

- _____ Send any literature (*200 pieces*) or small giveaways to be included in conference packets to: *September 26, 2008*
- Carren Spencer
Edison Electric Institute
701 Pennsylvania Ave NW
Washington DC 20004

Platinum and Gold Sponsors:

- _____ Submit full-page ad for agenda book. Please send pdf file for 8 ½ x 11 page – no bleeds. (Platinum sponsors - **color**; Gold sponsors – **black & white**) *August 29, 2008*
- _____ Exhibit Space Selection – Registered exhibitor will receive an advance diagram of exhibit hall in **September**. Selection must be submitted to EEI by due date. You may set-up selected booth anytime between 12:00 – 5:00 pm on **Sunday, October 5, 2008** *September 26, 2008*